

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Administrative Assistant**

**DEFINITION**

Under general direction, performs a variety of secretarial and support duties to ensure efficient office operations and relieve the supervisor of minor administrative matters; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant is distinguished from the Staff Secretary and School Secretary in that daily work assignments are more varied and require less supervision. Further difference includes comprehensive knowledge of all departments and county office functions and the performance of assignments that require research and independent decision-making at a higher level.

**DIRECTLY RESPONSIBLE TO**

Appropriate department or unit administrator; may receive assignments from senior support personnel as required.

**SUPERVISION OVER**

None, however, the Administrative Assistant may assign work and provide technical direction to other department support staff.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Public Relations

Acts as primary communication/public relations liaison for department or unit; determines and coordinates appropriate methods for responding to written or verbal inquiries including e-mail, voice mail, faxes, letters, etc.; acts as liaison between department or unit and the general public, staff, and students; represents the department or unit by attending various meetings; promotes department/Sacramento County Office of Education programs to clients; interprets, applies, and recommends county office policies, rules, regulations, and procedures.

Coordination and Scheduling

Manages and maintains administrator's calendar of activities; coordinates department calendars and staff schedules; organizes, coordinates, and schedules meetings, workshops, inservices, and special projects including setting the schedule, reserving facilities, arranging for set-up and catering, contacting participants and vendors, coordinating travel arrangements, ordering, assembling and distributing materials and supplies and all related follow-up activities; ensures that activities of the department do not conflict with other agency activities; prepares summary reports of department activities and assists in compiling evaluation statistics; coordinates operations and the schedules of a variety of programs concurrently; sets priorities for completion.

Budget/Financial

Assists the administrator in the budget process including the development of budget projections, monitoring of expenditures and income, and analyzing budget printouts and reports; completes forms related to the budget process; researches and processes various documents including mileage claims, conference and travel claims, timesheets, employment forms, and other department claims; initiates and monitors the purchasing process including completing purchase orders and online supply orders; initiates and expedites the accounts payable/receivable process for the department or unit; prepares and monitors income/expenditure contracts for services.

Database Management/Desktop Publishing

Designs, modifies, and maintains database files for schedules, workshop attendance, online registration, staff related information, project reports, student information, and other related information for any special department or unit needs; maintains a database recordkeeping system that allows for the efficient collection and retrieval of information; creates brochures, flyers, forms, charts, report formats, and training materials; maintains department Web pages.

Staff Support

Organizes, designs, and maintains office filing and recordkeeping system using standard and electronic methods;

manages operations of the office, and assists in the training of department staff regarding policies, procedures, and forms; greets and assists department visitors, screens calls, sets appointments, and answers matters not requiring the supervisor's immediate attention; sorts and reviews department mail and independently responds to standard or routine requests, redirects other mail, voice mail, and e-mail to appropriate staff members; orders and maintains office supplies and equipment ensuring adequate levels are maintained; coordinates and schedules department activities; prepares and processes a variety of correspondence; records/transcribes meeting minutes and maintains permanent records of meetings.

## **MINIMUM QUALIFICATIONS**

### Education

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

### Training and Experience

Any combination of training and/or experience which demonstrates ability to perform the duties as described. A typical qualifying background would include progressively responsible experience working as a secretary in an office environment.

### Knowledge of:

Standard secretarial procedures and office management techniques; English grammar, punctuation, spelling, and proofreading; business formats; recordkeeping and filing systems; advanced techniques and processes using standard office software; project management; general finance and accounting principles; effective telephone techniques.

### Skill and Ability to:

Communicate effectively in written and oral form with diverse groups; operate standard office equipment to prepare documents and complete work assignments; create/edit documents, store/retrieve text, print text, manipulate documents, merge files; learn a variety of software applications; set up and maintain database files; utilize time management techniques to organize and prioritize work, including meeting and event planning; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies, and procedures relating to department business; work independently with little direction; maintain confidentiality of student and program information; ability to accurately record/transcribe meeting minutes; work cooperatively and effectively with individuals and groups.

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