

# **Sacramento County Office of Education Job Description**

## **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 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; determines and coordinates appropriate methods for responding to written or verbal inquiries including email, voice mail, faxes, letters, etc.; acts as liaison for the department and answers inquiries from the general public, staff, and students; represents the department by attending various meetings; promotes department/Sacramento County Office of Education programs to clients; researches, 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; resolves scheduling conflicts; organizes, coordinates, and schedules meetings, workshops, in-services, and special projects including setting the schedule, reserving facilities, arranging for set-up and catering, contacting participants and vendors, ordering, assembling, and distributing materials and supplies, and all related follow-up activities; coordinates travel arrangements which includes preparing pre-authorization forms, requisitions for conferences and workshops, and booking airfare and hotel reservations; 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, reimbursements, conference and travel claims, timesheets, employment forms, and other department claims; creates and prepares exempt temporary employment packets for review and processing; 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; 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 needs; maintains a database recordkeeping system that allows for the efficient collection and retrieval of information; creates brochures, flyers, forms, charts, report formats, surveys, and training materials; submits print requests; 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 email 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, Training, and Experience**

Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including the ability to read and write at a level consistent with the requirements of the position; progressively responsible experience working as a secretary in an office environment involving public contact.

### **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 software applications including spreadsheet and database applications; project management; public relations; general finance and accounting principles; effective telephone techniques.

### **Skill and Ability to**

Communicate effectively in written and oral form with diverse groups; provide quality customer service; operate standard office equipment to prepare documents and complete work assignments; create/edit documents, store/retrieve/print text, manipulate documents, and merge files; proofread materials and make necessary corrections; 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, manage, and execute a variety of projects under tight deadlines; use critical thinking to anticipate potential issues; read, interpret, research, explain, and apply laws, rules, regulations, policies, and procedures relating to department business; work independently with minimal direction; maintain confidentiality of student and program information; ability to accurately record/transcribe meeting minutes; work cooperatively and effectively with individuals and groups.

Revision approved by the Personnel Commission 7/9/19  
Revision approved by the Personnel Commission 4/14/15  
Revision approved by the Personnel Commission 5/10/11  
Revision approved by the Personnel Commission 6/10/08  
Revision approved by the Personnel Commission 11/16/04  
Revision approved by the Personnel Commission 6/17/98  
Approved by Personnel Commission 6/27/90