



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

ADMINISTRATIVE ASSISTANT I

DEFINITION:

Under the direction of an assigned administrator or supervisor, perform a variety of administrative support duties to relieve the administrator of clerical detail; coordinate flow of communications and information of the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities; perform other job-related duties as assigned and/or as required.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I classification is the entry-level classification in the Administrative Assistant series and provides an opportunity to learn District programs, processes, and operations within an assigned office. provide general and varied clerical support and typically work under immediate supervision. The Administrative Assistant II classification provides journey-level and diversified clerical support to a school Administrator or service area, requiring an understanding of school programs and office procedures. The Administrative Assistant III classification performs a variety of highly responsible specialized and complex clerical duties for a District-wide function, requiring independent judgment and knowledge of designated policies, procedures, and regulations.

ESSENTIAL DUTIES:

- Perform a variety of administrative support duties to support an administrator with clerical detail; assist in ensuring smooth and efficient office operations; coordinate flow of communications and information for the administrator.
- Deal with privileged or sensitive information and data.
- Receive visitors, including administrators, staff, students, parents, and the public and provide information or direct to appropriate personnel; respond to inquiries and provide information and assistance related to office or program operations, activities, policies, and procedures.
- Compile information and prepare and maintain a variety of records, and files, which may include materials related to students, site personnel, budget, timecards, and a variety of other site related areas
- Input a variety of data into an assigned computer system; establish and maintain automated reports and files; initiate queries and generate various computerized lists and reports as requested; ensure accuracy of input and output data. Compose a variety of materials which may include; communications, letters, bulletins, agenda items, handbooks, newsletters, brochures, certificates, and other materials to meet program and office needs independently or from oral instructions note, or rough draft.
- Coordinate, schedule, and attend a variety of meetings; prepare and send out notices of meetings; compile and prepare agenda items and other related information for meetings, workshops and other events; set up supplies for meetings; take, transcribe, and distribute minutes as directed.

- Assist with student discipline referrals to the office, as required, file reports on student suspensions; assist with parent complaints regarding bullying, and managing items confiscated from students.
- Assist counselors, or other departments with specific projects, pertaining to the specific school or department.
- Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.
- Monitor inventory levels of office and designated supplies; order, receive, and maintain appropriate levels of inventory as required;
- Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software.
- Receive, sort, and distribute incoming mail; compose replies independently or from oral direction; prepare and distribute informational packets and bulk mailings
- Train and provide work direction to student office assistants as needed.
- Prepare notes and draft summaries of meetings and conferences
- Perform other job-related duties as assigned and or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment
- Effective and efficient communication techniques, strategies and procedures.
- Correspondence drafting and report generating
- Correct English usage, spelling, grammar, and punctuation.

ABILITY TO:

- Learn, interpret and apply policies, rules, regulations and operational procedures.
- Perform secretarial and clerical functions effectively and efficiently.
- Perform simple mathematical calculations with speed and accuracy.
- Operate a computer and use appropriate software applications effectively.
- Establish and maintain data management, storage and retrieval system.
- Communicate effectively in oral and written form.
- Establish and maintain cooperative working relationships.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School Diploma, a GED Certificate, or a higher degree.

EXPERIENCE:

A minimum of one year of experience performing secretarial or general clerical functions. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.
- For school site positions, verification of a current First Aid Certificate issued by the American Red Cross or the American Heart Association is required at the time of employment and must be kept current as a condition of continued employment.

PREFERRED QUALIFICATIONS:

Coursework in basic computer applications, data entry, record management, and general office practices is desirable; knowledge of District software and Microsoft Office is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor school office environment. Fast-paced work environment with changing priorities.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing oral information, both in person and over the telephone
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Exposure to blood or bodily fluids.

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