



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

ADMINISTRATIVE ASSISTANT III

DEFINITION:

Under the direction of an assigned administrator or supervisor, perform complex and responsible secretarial functions; relieve an administrator of clerical and administrative detail by coordinating, organizing, leading and participating in various operational aspects of the administrator's assignment; perform other job-related duties as assigned and/or as required.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant III classification provides journey-level and diversified clerical support to a High School Principal, requiring an understanding of District and school rules, policies and procedures. The Administrative Assistant II classification is the mid-level classification in the Administrative Assistant series and provides an opportunity to learn District programs, processes, and operations within an assigned service area or school site. typically works under minimal supervision. RUSD and CSEA will draft language for Distinguishing Characteristics.

ESSENTIAL DUTIES:

- Perform a variety of complex secretarial and administrative assistant duties to relieve the principal of administrative and clerical detail; plan, coordinate, and organize office activities and coordinate flow of communications and information; ensure smooth and efficient office operations; ensure related functions comply with established laws, rules, regulations, policies, and procedures.
- Receive, screen, and route telephone calls; take, retrieve, and relay messages as needed; schedule and arrange appointments, conferences, and other events; receive visitors, including administrators, staff, parents, and the public; provide technical information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or operations and related laws, rules, regulations, policies, and procedures.
- Compile information and prepare and maintain a variety of records, logs, and reports related to programs, students, attendance, staff, projects, and assigned duties; establish and maintain filing systems; revise, verify, proofread, and edit a variety of documents.
- Assist with budget planning and expenditure control procedures; may oversee entire budget or specific areas of budget; calculate, prepare, and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets; maintain financial and statistical records and files.
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data 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, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures, certificates, and other materials to meet program and office needs.

- Research, compile, and verify a variety of data and information; compute statistical information for various federal, State, and local reports as necessary; identify and resolve a variety of financial and statistical discrepancies; ensure mandated reports are completed and submitted to appropriate agency according to established timelines.
- Distribute, collect, process, and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; assist with the preparation, processing, and maintenance of grant information, records, and related materials as assigned.
- Compile, attend and prepare agenda items and other required information for meetings, workshops, and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe, and distribute minutes as directed.
- Train and provide work direction, and guidance to designated clerical personnel as assigned; provide input concerning employee interviews and evaluations as requested.
- Communicate with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities, and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software; arrange for equipment repairs as needed.
- Receive, open, sort, screen, and distribute incoming mail; compose replies independently or from oral direction; prepare and distribute informational packets and bulk mailings.
- Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; process reimbursement claims; reserve facilities and equipment for meetings and other events as needed.
- Monitor inventory levels of office and designated supplies; order, receive, and maintain appropriate levels of inventory as required; prepare, process invoices as assigned; arrange for billings and payments as directed.
- Interpret policies, regulations, and operational procedures.
- May assist with the preparation of the materials and documents pertaining to the Governing Board's meeting agenda.
- Performs other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Procedures, methods, strategies and techniques pertaining to the operation of an administrator's office.
- Modern and innovative office practices, procedures and equipment.
- Standard office equipment and modern data management, storage, and retrieval systems.
- Legal mandates, policies, regulations, and procedures
- Correct English usage, spelling, and grammar.
- Correspondence and report writing.
- Effective and efficient communication techniques, strategies, and procedures.
- Excellent customer service skills.

ABILITY TO:

- Coordinate, organize, and monitor the clerical functions of the administrator's office.
- Perform highly responsible clerical, secretarial, and administrative functions and activities effectively and efficiently.
- Compile data and information.
- Prepare comprehensive reports.

- Communicate effectively, both orally and in writing.
- Operate a computer and use appropriate software applications, effectively.
- Take notes and transcribe accurately,
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Build relationships with stakeholders.
- Maintain a professional, calm and tactful manner.
- Remain flexible and work effectively in spite of frequent interruptions and task priority changes.

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

EXPERIENCE AND EDUCATION:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree;

EXPERIENCE:

Three or more years of highly responsible administrative clerical experience, preferably in an educational organization. Recent job-related experience within the last five years is required.

LICENSE, 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 and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment and must be kept current as a condition of continued employment.

PREFERRED QUALIFICATIONS:

Coursework or training in office management, advanced secretarial skill areas, public relations, or related areas is desirable; experience handling budgets or some accounting knowledge; knowledge of District software is preferred, but not required.

WORKING CONDITIONS:

Indoor school office environment. Fast-paced, with heavy workload, and constant interruptions.

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 20 to 30 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 other body fluids

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