

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT

RANGE: 16

BASIC FUNCTION:

Under the direction of an assigned Principal, Student Programs, perform a variety of diversified clerical and record-keeping duties in support of a Principal at an assigned school office; answer phones and greet and assist students, parents, staff and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of diversified clerical duties in support of a Principal at an assigned school office including typing, filing, duplicating and distributing materials.

Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; verify and process forms and applications as needed.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Serve as receptionist answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate; serve as liaison with districts, County Office personnel and outside agencies; receive and respond to e-mails in a timely manner.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public related to school office or program activities, policies and procedures.

Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested; review input and output data for accuracy and completeness.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Participate in registration and attendance reporting activities as assigned by the position; request, collect and process student information including transcripts; enter student data into appropriate database; coordinate appointments for new students to enroll.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

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Monitor inventory levels of office supplies; order, receive and maintain inventory of office supplies.

Schedule and arrange appointments, conferences and meetings as directed; attend meetings as assigned; maintain calendars; prepare related schedules, agendas and minutes.

Prepare and maintain a variety of records and reports related to assigned activities including staff and substitute attendance records, incident/injury report, enrollment, students and others as assigned; maintain personnel and other assigned files; prepare various reports according to established time lines.

Process purchase orders, warehouse requisitions and invoices as assigned; monitor office or program expenditures; generate funding documents and submit to the County Office for payment as assigned; reconcile assigned budget.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Policies and objectives of assigned program and activities.
Record-keeping and report preparation techniques.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic math.

ABILITY TO:

Perform a variety of diversified clerical and record-keeping duties in support of the Principal at an assigned school site.
Answer telephones and greet the public courteously.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain records and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Meet schedules and timelines.
Receive, sort and distribute mail.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and three years of clerical or secretarial experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.