

ADMINISTRATIVE ASSISTANT III

DEFINITION

Under general supervision, to serve as the assistant to a district level administrator; to perform highly complex and responsible clerical work; to interpret policy and administrative regulations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents of positions in this class are required to exercise a high degree of judgment, discretion, and initiative. They must have a wide knowledge of the policies and operations of the office in which they work, as well as the school district, and must be able to apply this knowledge in the performance of their assigned tasks and to relate this information to the public and staff members.

ESSENTIAL FUNCTIONS

Assists in coordination and monitoring of department matters to insure legal compliance.

Assists in the development of district policies and procedures.

Initiates and prepares District Board Agenda items as necessary.

Receives and transcribes dictation; including minutes of meetings.

Prepares correspondence independently from notes, instructions, or own knowledge of the matters involved for signature of supervisor.

Sign letters which do not require administrative review.

Works with other offices in the school system and coordinates reports to meet time schedules.

Receives, compiles, and types material for studies, records, and memoranda, bulletins, reports, and other documents.

Initiates and answers telephone calls.

Makes appointments and interviews callers including teachers, administrators, parents, or other persons; either furnishes desired information or assistance or refers caller to proper authority.

May supervise clerical assistants.

QUALIFICATIONS

Knowledge of:

Modern office methods and practices, including filing systems, receptionist and telephone techniques, business forms, letter writing, proofreading, report writing and typing techniques.

Ability to:

Learn, interpret, and apply school district policies, laws and rules and regulations; compose correspondence independently; work effectively and responsibly with a wide variety of situations and personalities requiring diplomacy, friendliness, poise and firmness; maintain cooperative relationships with those contacted in the course of work; understand and carry out complex oral and written instructions; take dictation at a speed of 100 words per minute and transcribe it accurately or to transcribe accurately and efficiently from a dictating machine; type at a speed of 60 words per minute from clear legible copy.

ADMINISTRATIVE ASSISTANT III Con't.

QUALIFICATIONS Con't.:

Experience:

Four years of broad, varied, and increasingly responsible experience in clerical work, preferably in the field of public education. (A maximum of two years of college education in public education, or in public or business administration may be substituted for experience on a year-for-year basis.)

Education:

Equivalent to completion of two years of college. (Responsible secretarial position may be substituted for required education on a year-for-year basis.)

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Revised: 8/3/87; 7/96

7/1/71