

**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.

**QUALIFICATIONS:**

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.

**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 DUTIES AND RESPONSIBILITIES:**

Under direction of assigned District level administrator, incumbent will:

- Coordinate and organize office activities to assure the smooth running of the District department; create a variety of correspondence, memoranda, requisitions, reports, records, board agenda items, agendas, spreadsheets, forms, letters, emails, calendars, and Google Docs.
- Assist in coordination and monitoring of department matters to insure legal compliance.
- Perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail.
- Assist in the development of district policies and procedures.
- Coordinate and schedule meetings, appointments, and conferences; prepare agendas for and take minutes at assigned meetings; arrange travel reservations.
- Sign letters which do not require administrative review.
- Work with other offices in the school system including local, state or federal agencies as applicable and coordinate reports to meet time schedules.
- Coordinate flow of communication and serve as a liaison between administrators, faculty, staff, students, parents, and the public; explain programs, policies and procedures; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.
- Where applicable, train and provide work direction and guidance for office support staff as assigned by position.
- Operate a variety of office equipment and have a current knowledge of computers and programs such as, Word, Excel, Power Point, Outlook, Google Drive, Adobe Pro, as well as PowerSchool and QSS.
- Perform other related duties as assigned.

**KNOWLEDGE:**

- Functions and operations of an administrative office.
- District organization, operations, policies and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable laws, codes, rules, and regulations.
- Financial and statistical record-keeping techniques.
- Operation of a computer and assigned software.

**ADMINISTRATIVE ASSISTANT III****ABILITIES AND SKILLS:**

- Develop correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate.
- Initiate forms, communications, board agenda items, special assignments, and projects for the assigned administrator.
- Coordinate and facilitate projects to meet time schedules and deadlines.
- Provide technical, clerical, and logistical support to personnel engages in department activities.
- Facilitate/attend the activities of various committees for and/or with the administrator.
- Develop, monitor, and maintain department budget/fiscal records and reports.
- Understand and resolve issues, complaints or problems.
- Prioritize and organize work.

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.