

MODESTO CITY SCHOOLS

JOB DESCRIPTION

DEPARTMENT ADMINISTRATIVE ASSISTANT

DEFINITION:

Under the supervision of the assigned Director, performs a wide variety of secretarial and administrative support duties in maintaining confidential records; organize and coordinate office activities and communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform general clerical and accounting duties involving the preparation, checking and maintaining of confidential records; prepare and distribute documents, disciplinary memos and other District reports and records; process confidential files, records and information that pertains to sites throughout the District.
- Assist in maintaining an accurate and current record of program revenues and expenditures by account; monitor and manage department financial transactions, revenues and expenditures; prepare and process applications, invoices, purchase orders, travel requests and other documents related to assigned administrator and department; prepare budgets and spreadsheets.
- Take and transcribe dictation of correspondence, minutes, reports, bulletins and assigned meetings in a clear, concise, and complete form; coordinate communications between the administrator and District personnel; vendors, other outside organizations and the public; obtain and provide information; coordinate activities and resolve problems.
- Type and distribute reports, agendas, applications, contracts, notices, permits, instructional materials, schedules, requisitions, and other records and documents; review and check documents for completeness, accuracy, and conformance with applicable State and Federal rules and regulations and procedural requirements.
- Maintain operational costs within prescribed budgetary limits; assist in maintaining an accurate and current record of department income/allocation and/or expenditures by account.
- Prepare reports independently in a complete and timely manner; comply with all requirements per state and federal regulations; effectively communicate and maintain cooperative relationships with those contacted in the course of work; schedule meetings and appointments.
- Review, check correct and compile a wide variety of information; verify data for accuracy; completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required; prepare and maintain a variety of records, logs and files including information of confidential nature; maintain confidentiality of information and records.
- Receive, process and route mail; issue and maintain department supplies; forms and equipment.
- Receive and respond to calls from parents, staff and community regarding department activities and problems.
- Organize and set up professional development activities.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: high school diploma or equivalent, supplemented by three (3) years accounting, bookkeeping, clerical, secretarial experience performing complex work tasks.

Licenses and other Requirements:

- Typing certificate evidencing an ability to keyboard at a net rate of 55 words per minute.

DESIRED QUALIFICATIONS:

- One (1) year college course work or training in secretarial, clerical, bookkeeping, accounting or general office procedures skills, including computer data entry.
- Two (2) years accounting, bookkeeping, clerical, secretarial experience.

Knowledge of:

- District operations, policies, regulations and procedures.
- Modern clerical and accounting methods and procedures.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Appropriate English usage, spelling, grammar punctuation.
- Modern office practices, procedures and equipment.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Record keeping methods, practices and terminology.
- E-mail and calendaring programs.
- Word processing, database and spreadsheet programs to develop and produce correspondence and reports.
- Correspondence and report writing techniques.
- Mathematical concepts.

Ability to:

- Input requisitions, purchase orders and receipts into a computer, and verify quantities and prices.
- Assemble, interpret and organize information and financial and statistical data for reports and schedules.
- Ability to create and initiate a mail merge using a word processing program.
- Maintain accurate records.
- Compare numbers and detect errors efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written directions.
- Utilize search engines and research driven programs and applications.
- Perform a variety of responsible tasks with speed and accuracy.
- Perform basic arithmetic calculations with speed and accuracy.
- Establish and maintain accurate records and files.
- Use correct English grammar, syntax, spelling and punctuation.
- Work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Constant Interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office equipment.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching to retrieve and file materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 7/20/2010

Unit Approved: 3/24/2010

Board Approved: 8/23/2010

FLSA Status: Non Exempt

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