

# **ADMINISTRATIVE ASSISTANT**

## **DESCRIPTION**

Serves as administrative assistant to Superintendent; performs a variety of assigned administrative duties, following up on administrative assignments and communicating directives to staff.

## **MINIMUM QUALIFICATIONS**

The Administrative Assistant position requires the ability to:

- Perform skilled office and secretarial duties with a high degree of organization
- Effectively operate machines used in a modern office; including computer, copies, 10 key adding machine, fax, and scanner
- Type at a corrected rate of 60 wpm
- Compose letters and reports independently and accurately, using appropriate spelling, grammar, punctuation and vocabulary
- Maintain an efficient, well organized office
- Follow oral and written direction with only a limited amount of supervision
- Interact with students, parents, and the public courteously and tactfully, using firmness and diplomacy
- Apply school policies and procedures with good judgment in a variety of situations
- Assume responsibility within the scope of authority
- Maintain a high level of confidentiality and handle sensitive information with tact and good judgment
- Comply with schedules and meet deadlines
- Pass required background checks and clearances

## **DUTIES**

- Receives and greets the public and staff in person or via telephone, answers inquiries and makes referrals as appropriate
- Receives, sorts, posts and processes incoming and outgoing mail and parcels
- Orders supplies and equipment for the district
- Responsible for all CalPads uploads, validations, and certifications
- Responsible for Physical Fitness Testing (PFT) ordering, data uploads, and reports
- Prepares yearly CBEDS uploads, reports, and certifications
- Processes appropriate documents/letters relating to student expulsions
- Monitors filing of Form 700 for board members, administrative staff, and management
- Organizes district office filing system, maintaining historical records of the district in an orderly fashion and for the required number of years
- Maintains binders of current board policies and administrative regulations, distributing them as necessary
- Acts as an administrative assistant to the Superintendent, making appointments, scheduling meetings, and maintaining calendars
- Completes confidential assignments such as preparing evaluations and assisting with preparations/note taking for negotiations
- Assists with interpretation of employee contracts
- Coordinates employee hiring; job descriptions, employment posting, advertisements, application packets, interview appointment, background checks, live-scan appointments, employment physicals, and correspondence to job candidates and applicants
- Annually prepares employee master files; maintains accurate personnel records and files for all district employees
- Composes correspondence, creates reports, and newsletters using appropriate spelling, grammar, punctuation and vocabulary

- Prepares agenda, information packets, and documentation for the Board of Trustees
- Takes notes at Board meetings and prepares official minutes of those meetings
- Maintains district's facility use database and invoicing
- Maintains district's Inter-district Transfer Permits/Allen Bill databases
- Is responsible for issuing keys and maintaining the key inventory system
- Prepares district warrants by compiling back-up, coding budget classifications for input into QSS accounting software, batching for processing at the county office, and mails warrants consistent with internal auditing
- Participates in preparation of records and materials for the annual audit
- Participates in staff development as required
- Tracks staff annual training requirement
- Maintains injury, illness prevention program requirements for staff

The above statements are intended to describe the general nature of work being performed. They are not intended to be an exhaustive list of all duties and responsibilities

### **WORKING CONDITIONS**

- Weather: Exposure to hot, cold, wet, snowy, humid, or windy conditions caused by weather
- Heat: Exposure to non-weather hot temperatures
- Noise: Expose to intermittent sounds of a pitch of level sufficient to cause marked distraction. Level: moderate to very loud
- Atmospheric conditions: Exposure to conditions, such as chemical fumes, noxious odors, dust, mist, gases, and poor ventilation, that affect the respiratory system, the eyes, or the skin
- Hazards: moving equipment, electrical shock from using electrical equipment, high exposed places, radiant energy, explosives (gasoline), cleaning solvents

## WorkSTEPS® Authorization for Job Specific Testing

Jamestown School District Company understands that an ergonomic job analysis must be completed in order to meet the requirements for the American's with Disabilities Act (ADA). One of the outcomes of the ergonomic job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position.

For the position  
of  
Clerical (office clerk, registrar, attendance, secretary, district office, administrative assistant)  
PDC Level: Medium-Heavy

The Company representative hereby acknowledges the following as valid job specific tests:

- Job Specific Test I     Applicant must be able to lift 54-pound container from the ground to a 28 inch height.
- Job Specific Test II     Applicant must be able to lift a 5-pound box from the desk top (28 inch height) to a 60 inch height.
- Job Specific Test III     Applicant must be able to attain a push force of 14.
- Job Specific Test IV     Repetitive activities to include:  
Hand activities for: fine manipulation (pick up 20 paper clips), firm grasping (complete the grip test), and simple grasping (pick up a regular size pen or pencil 10 times).

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 54 occasionally (less than 33% of the time).

2. Employee lifts/carries 10 frequently (34-66% of the time).
3. Employee lifts/carries 3 constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 14 on objects.
5. Employee's position requires pulling a maximum force of 14 on objects.

Pass/Fail Criteria (must meet this level prior to Job Specific Testing):  
54 pound floor to knuckle lift

*Jamestown School District Board Approval-April 11, 2018  
Changed from District Secretary to Administrative Assistant  
Classified Confidential Management Salary Schedule*