SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Administrative Assistant I (Confidential) CLASS CODE: 926
Administrative Assistant II (Confidential) CLASS CODE: 928
Administrative Assistant III (Confidential) CLASS CODE: 929
Administrative Assistant IV (Confidential) CLASS CODE: 835
Administrative Assistant to the Assistant Superintendent (Confidential) CLASS CODE: 935
Administrative Assistant to the Chief Academic Officer (Confidential) CLASS CODE: 836
Administrative Assistant to the Chief Financial Officer (Confidential) CLASS CODE: 839

CHARACTERISTICS OF THE CLASS:

This series describes six secretarial classes which may be categorized by the wide variety of difficult and responsible secretarial and administrative tasks assigned. The classes are distinguished by the degree of initiative, decision-making, direction received, the breadth of responsibility of the administrative unit and the level of administrator to whom assigned.

Administrative Assistant I (Conf) Serves as an assistant to an administrator with responsibility over a major function/department. Duties and responsibilities are performed under minimal direction.

Administrative Assistant II (Conf) Serves as an assistant to a cabinet administrator with responsibility over a major function/department. Duties and responsibilities are performed under minimal direction.

Administrative Assistant III (Conf) Serves as an assistant to a cabinet administrator with responsibility over a division. Duties and responsibilities require a high level of initiative and independent decision making.

Administrative Assistant IV (Conf) Serves as an assistant to an Assistant Superintendent or General Counsel. Duties and responsibilities require a high level of initiative and independent decision making covering a broad range of activities.

Administrative Assistant to the Chief Academic Officer (Conf) Serves as an assistant to the Chief Academic Officer. Duties and responsibilities require a high level of initiative and independent decision-making covering a broad range of district activities.

Administrative Assistant to the Chief Financial Officer (Conf) Serves as an assistant to the Chief Financial Officer. Duties and responsibilities require a high level of initiative and independent decision-making covering a broad range of district activities.

These positions are considered confidential when incumbents, in the course of duties, have access to or possess information relating to employer-employee relations or negotiations. The degree of initiative, decision-making, direction received and the breadth of responsibility increases with the level of administrator.
EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class).

Explains division programs, policies and procedures to administrative personnel, other employees, and the community; exercises discretion and judgment in resolving problems for employees, parents, students and the public; makes decisions based on established policies and procedures; types correspondence, requisitions, reports, forms and material of a confidential nature; composes correspondence independently or with only general direction and review; prepares and/or compiles and summarizes annual budget information from departments; updates budget information and makes adjustments as needed; maintains controls and performs specialized tasks relating to administrator's area of responsibility; acts as liaison between office assigned and schools or departments; schedules meetings, conferences, travel and appointments; compiles data and reports from a variety of sources; may instruct and assign tasks to subordinate clerical employees; may prepare agendas and take minutes at meetings, processes details not requiring attention of the administrator; keeps complex files and records; keeps control files on matters in progress and expedites completion; operates a variety of office machines.

QUALIFICATIONS:

Education and Experience:
Advanced education desirable with courses in business practice, English or human relations; previous secretarial or administrative assistant experience involving public contact.

Knowledge and Abilities:
Knowledge of office practices;
Knowledge of correct English usage, spelling, punctuation, grammar and composition;
Knowledge of basic mathematical skills to prepare a variety of reports;
Ability to read and interpret division policies and procedures, directives, reports and Education Code;
Ability to compose correspondence and minutes independently;
Ability to operate a variety of office equipment including a computer and related hardware;
Ability to prepare documents, reports, spreadsheets and other documents utilizing software programs;
Ability to communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion;
Ability to analyze situations and suggest appropriate action;
Ability to establish and maintain effective working relationships with administrators, district employees, and the community;
Ability to set up and maintain filing systems;
Ability to act independently and make minor decisions based on established procedures;
Ability to establish priorities, plan and schedule work;
Ability to perform research, compiling information from a variety of sources;
Type at a speed of 60 wpm;

WORKING CONDITIONS:

Environment:
Indoor office environment; subject to working effectively with constant interruptions, possible
emergency situations and exposure to dissatisfied individuals.

Physical Demands:
Primary functions require sufficient physical ability and mobility to: work in an office setting; verbally communicate to exchange information in person and on the telephone; read and proofread documents; recognize documents and people; sit or stand for extended periods of time; operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard.

Licenses and Certificates:
Possession of, or willingness and ability to obtain a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any equipment/vehicle requiring this license.

Board Approved: 10/31/81
Revised: 6/13/89
Revised: 8/10/93
Revised: 2/27/96 (Title change only)
Revised: 10/14/96
Revised: 6/12/02 (Added Adm. Asst. To Deputy Supt.)
Revised: 5/12/09 (Changed job title of Assistant to Deputy Superintendent; updated duties)
Revised: 10/14/09 (Add Administrative Assistant IV effective 7/1/09)