

MONTEREY COUNTY OFFICE OF EDUCATION

ADMINISTRATIVE ASSISTANT I

CLASSIFICATION: Classified

SALARY LEVEL: 36.5

WORK YEAR:

DEFINITION:

Under general supervision of the program administrator, the Administrative Assistant I performs a wide variety of intermediate level office, secretarial and administrative activities.

SUPERVISOR:

Administrator of Area of Assignment

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Provides secretarial support including but not limited to: typing/word processing, copying, manipulating and maintaining computer data base information systems, maintaining filing systems, record keeping, records and composing correspondence for program administrator
- Coordinates the administrative procedural functions in an assigned program
- Maintains operation of an office during administrator's temporary absence
- Organizes, monitors and adjusts work station to accomplish high priority tasks in a timely manner
- Maintains calendars and appointment records for administrators and staff
- Makes meeting and travel arrangements
- Independently prepares reports and summaries
- Compiles and posts statistical data
- Establishes and maintains a system of files and records including department accounting and budget
- Prepares purchase requisitions, processes and justifies invoices for payment. Prepares payroll reports and maintains employee attendance records
- Takes, transcribes, and distributes minutes of meetings
- Greets, informs and directs visitors, staff and students, in person or over the telephone with courtesy and diplomacy and ascertains nature of business and provides information related to area of assignment
- Orders and distributes office supplies
- Carries out special tasks and projects as assigned by supervisor

- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to high school diploma
- Any combination of post-secondary education, experience and training equal to three (3) years of secretarial experience including no less than two (2) years of progressively responsible clerical, administrative, secretarial, and/or technical experience, which has provided the applicant with the required knowledge and abilities to successfully perform job duties.

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques, letter and report writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices Standard office practices, including filing systems, receptionist, telephone techniques, and arithmetic
- Business English usage, spelling, grammar, punctuation, and report and/or letter writing

Skills and Abilities:

- Performs secretarial work of intermediate difficulty with accuracy and without close supervision
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timelines
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Communicate in English, clearly and concisely, both orally and in writing
- Operate modern office equipment including but not limited to computer, scanner, copiers – including ability to maintain and troubleshoot minor problems.

- Perform mathematical calculations with speed and accuracy
- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties and office policies
- Handle information in a discreet and confidential manner
- Analyze situations accurately and adopt an effective course of action
- Exercise reasonable judgment in unusual circumstances
- Work both independently and function effectively within a team setting
- Some positions in this classification may require bilingual, bi-literate skills (English/Spanish)**

Desirable Qualifications:

- Experience in a public education environment

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License with evidence of insurability

Available Stipends:

- **Assignments requiring bilingual and bi-literate proficiency in a second language require testing prior to hire
- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE

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