

MONTEREY COUNTY OFFICE OF EDUCATION

ADMINISTRATIVE ASSISTANT III

CLASSIFICATION: Classified

SALARY LEVEL: 38.5

WORK YEAR:

DEFINITION:

Under general supervision of the Executive Director of SELPA, Senior Director, Director II of Head Start or Director/Producer MCAET, the Administrative Assistant III performs a wide variety of complex office, secretarial and administrative activities.

SUPERVISOR:

Executive Director of SELPA
Senior Director
Director II of Head Start
Director/Producer MCAET

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 complex secretarial support including but not limited to: Typing/word processing, copying, manipulating and maintaining computer data base information systems, maintaining filing systems, record keeping, and composing correspondence for an Administrator. Assists the Administrator with matters concerning areas of responsibility
- 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
- Coordinates the administrative procedural functions in an assigned program
- Provides information to other departments and the public
- Participates in the composition, compilation and distribution of reports as required
- Prepares meeting agendas
- Takes, transcribes and distributes minutes of meetings
- Independently prepares reports and summaries for members of the administration
- Operates standard office machines including but not limited to computer, scanner, copiers –

including ability to maintain and troubleshoot minor problems.

- 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
- Compiles and posts statistical data
- Establishes and maintains a system of files and records including department accounting and budget
- Researches and compiles information required by management for budget development and compliance
- Prepares purchase requisitions, processes and justifies invoices for payment
- Assists in monitoring department budget
- Prepares payroll reports and maintains employee attendance records
- Trains and provides technical assistance to personnel regarding clerical duties, including cross training of critical functions
- Prepares material for MCOE Board of Trustee meetings and agendas
- 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 assigned

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 five (5) years of secretarial experience including no less than three (3) 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

- Advanced computer application software that includes word processing, database and spreadsheets, presentations (i.e. Powerpoint) 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 complex difficulty with accuracy and without close supervision
- Learn, interpret, explain and apply knowledge of MCOE and department organization, operations, programs, functions and special department terminology
- 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
- Understand and carry out both oral and written instructions
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Work both independently and function effectively within a team setting while demonstrating leadership qualities

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:

- 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