

**CONFIDENTIAL ADMINISTRATIVE ASSISTANT ~~HUMAN RESOURCES DISTRICT OFFICE~~
HUMAN RESOURCES**

Purpose Statement

The job of Confidential Administrative Assistant District Office is done for the purpose/s of providing administrative secretarial support to ~~the Executive Director of Human Resources~~ ~~the Superintendent Chief Learning Office, Executive Director of Administrative Services and Coordinator of Human Resources~~ the Executive Director of Human Resources ; responding to inquiries from staff, the public, etc. to provide requested information and/or referral to other parties. The functions of this job classification require the performance of activities that are often of a highly confidential nature.

Essential Functions

- ~~Assists Superintendent Chief Learning Office, Executive Director of Administrative Services and Coordinator~~ ~~Executive Director~~ Executive Director of Human Resources in administrative duties as requested for the purpose of support ~~and ing them in the~~ and completion of ~~their~~ work activities and projects
- Assists ~~Coordinator~~ ~~Executive Director~~ Executive Director of Human Resources with various tasks including providing information to potential applicants on positions within the District; data entry for confidential / non-confidential (i.e. personnel files, applicant files, etc.) for the purpose of supporting the personnel department with the completion of their work activities
- Supports Executive Director ~~of Administrative Services and Coordinator of~~ Human Resources with employee hiring processes
- Assists with composing documents (i.e. correspondence, bulletins, reports, revision of Board Policies and Administrative Regulations under the direction of the ~~Superintendent Chief Learning Office, Executive Director of Administrative Services and Coordinator of~~ Human Resources, etc.) for the purpose of communicating information to school and District personnel, the public, state officials, etc.
- ~~Evaluates situations (i.e. involving other staff, students, parents, the public agency representatives, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution~~
- Performs broad array of general and program specific administrative clerical functions (i.e. compiling data, updating databases, composing documents, preparing written materials, calling for express mail pickup, disseminating mail, faxing, filing, etc.) for the purpose of supporting assigned administrator and/or assisting ~~District office~~ Human Resources support staff in the performance of their assignments
- Prepares written materials (i.e. reports, logs, memos, notes, letters, email, etc.) for the purpose of documenting activities, providing reference and/or conveying information
- Processes documents and materials (schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
- Processes and receives mail, deliveries, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties
- ~~Responds to emergency calls, inquiries to staff, other educational institutions, the public, parents and/or students for the purpose of identifying appropriate parties to address immediate issues~~
- ~~Screens inquiries from staff, other educational institutions, the public, parents and/or students for the purpose of providing required information and/or identifying appropriate parties to address immediate issues~~
- ~~Assists with coordinating various activities as assigned (i.e. calendars, flyers, announcements, handbooks, employee recognition program etc.) for the purpose of ensuring proper notification to parents, staff administrators, meeting staff needs and efficient utilization of personnel etc.~~
- Supports Executive Director of ~~Administrative Services and Coordinator of~~ Human Resources with negotiations research
- ~~Backup to the Executive Secretary to the Superintendent Chief Learning Office as needed, Board items, on call on a daily basis for a variety of requests and coverage when Executive Secretary is unavailable and/or out of the office~~
- Composes complex documents [Correspondence, agendas and reports] for the purpose of documenting events, providing and/or requesting information
- ~~Supports the District Office through front desk reception by performing a variety of duties including assisting all guests in answering questions, routing to meetings, scheduling meeting rooms, addressing facility issues, etc. Answering main telephone line, routing calls, receiving postal (UPS, Fed Ex, USPS), lost and found, and addressing complaints~~
- Maintains manual and electronic documents, files and records

Other Functions

- Attends meetings as assigned for the purpose of conveying and/or gathering information
- Orders supplies, forms, etc. for the purpose of ensuring availability of items as needed
- Performs all other duties as assigned

Job Requirements & Skills

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include; business telephone etiquette; common office machines; concepts of grammar and punctuation; office methods and practices; and accounting/bookkeeping principles.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules, working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: Working under limited supervision following standardized practices and/or methods; leading, guiding and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the jobs functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions requires the following physical demands; occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience

Job related experience with increasing levels of responsibility is required

Education

High School Diploma or equivalent and targeted job Related education that meets the organizations pre-requisite requirements

Required Testing

Successful Completion of Pre-Employment Process
Pre-Employment Proficiency Test

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/ Training

Training attendance at workshops as appropriate

Certificates & Licenses

Valid Drivers License

Clearances

Criminal Justice Fingerprints/Clearance
TB Clearance
~~Drug Screening~~

Supervision

Executive Director of ~~Administrative~~
~~Services~~ Human Resources

Salary Grade

Confidential Range 33

Work Year

260 Days

Job Requirements & Skills

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to worker compensation and employee benefits; communicating with diverse groups; operation standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge is required to satisfactorily perform the functions of the job includes: business telephone etiquette and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operates equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Job related experience with increasing levels of responsibility

Certificates & Licenses

None Specified

Education

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance

Required Testing

Successful Completion of Pre-Employment Process

Supervision

Additional Qualifications

Ability to travel to other sites/locations

Salary Grade

Continuing Education/ Training

Work Year

Training attendance at workshops as appropriate