

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>ADMINISTRATIVE ASSISTANT I</b>
Job Family:	Clerical/Secretarial Support
Reports to:	School or Program Administrator
Salary Level:	Range 27
Calendar:	Classified 11 or 12 month

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**SUMMARY:**

Under the direction of the Administrator, perform a variety of clerical and secretarial duties in support of an assigned office and to relieve the Administrator of administrative and clerical detail; provide technical information and greet and assist students, parents, staff, vendors, and visitors; prepare and maintain a variety of files and records related to assigned activities; perform various registration and enrollment tasks; maintain assigned personnel attendance information and update timesheet and absence information accordingly.

**DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant I classification provides clerical and secretarial support at an assigned office and relieves the administrator of administrative and clerical detail. Incumbents require increased experience and thorough knowledge of school operations, activities and related regulations, policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** 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.

- Perform a variety of clerical and secretarial duties in support of an assigned office and relieve the Administrator of administrative and clerical detail; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.
- Provide front desk support; receive, greet and direct visitors; initiate and receive telephone calls; direct calls to appropriate staff; respond to inquiries and provide general information to staff, students, parents and the public.
- Prepare and update assigned personnel and substitute payroll and timesheet information as assigned; maintain employee files as assigned; maintain accurate absence records and reports concerning personnel; arrange for substitute personnel as needed to prepare and maintain a variety of records and reports related to assigned activities; establish and maintain filing systems; review and verify accuracy and completeness of various documents; prepare routine reports as directed; may assist with mandated attendance reporting.
- Input a variety of data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.
- May perform various student registration, transfer and withdrawal duties as assigned; assist in the completion and receipt of enrollment forms; assist with orienting new students and families; update and enter class assignments accordingly; enter student and family data into an assigned computer system.
- Respond to student record and transcript requests from outside school sites and send information accordingly; prepare and maintain student files and update information as needed.
- Prepare and update assigned site personnel and substitute payroll and timesheet information as assigned; maintain accurate absence records and reports concerning personnel; arrange for substitute personnel as needed.

- Perform basic financial record-keeping and bookkeeping duties related to various school or program funds as assigned; prepare deposits according to established procedures; prepare and submit purchase orders as assigned; gather and enter associated vendor information as assigned.
- May provide Health Office coverage as assigned; provide basic first aid; maintain related logs for ill or injured students; administer medication in accordance with established policies and procedures.
- Communicate with personnel, parents and outside agencies to exchange information and resolve issues or concerns
- Maintain inventories of supplies as assigned; order supplies as needed according to established procedures.
- Maintain master calendar for activity and facility use as assigned; input master schedule information as assigned; schedule and arrange various appointments for administrator and assigned personnel.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience involving frequent public contact.

**Knowledge of:**

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- General terminology, practices and procedures of assigned office.
- Basic record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of data processing.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

**Ability to:**

- Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail.
- Prioritize a changing workload.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical duties in support of assigned office.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative, confidential, and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.

- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

Desired Qualifications:

- Experience with school data management software.
- Related experience in a public school setting.
- Bilingual in English and Spanish.
- Valid First Aid and CPR certification issued by an authorized agency.

**WORKING CONDITIONS:**

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands:

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Lifting and carrying light objects.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.***

CSEA and District Agreement

CSEA  \_\_\_\_\_ Date 6-12-18

DISTRICT  \_\_\_\_\_ Date 6/12/18

**Board Approved:** May 24, 2018