

ADMINISTRATIVE ASSISTANT III

Definition

Serves as administrative assistant to a secondary, high, or alternative high school principal or an office director; relieves supervisor of routine administrative tasks and ensures smooth and efficient operation of the assigned office; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Plans, initiates, and manages administrative office activities; serves as administrative assistant to a principal or office director and as an office manager for the school's or central office's activities: performs complex and responsible duties for administrator; appropriately handles administrator's telephone calls and mail, personally responding to those that can be handled at the administrative assistant level, and forwarding the remaining calls or mail to principal or director with pertinent background material; when requested to do so, may sign principal's or director's name to correspondence of a routine nature; reviews all outgoing correspondence for format, spelling, punctuation, and grammar before submitting for principal's signature; resolves conflicts associated with the operation of the administrative office; uses computer software and related equipment to generate and produce confidential and general correspondence and other documents; attends meetings and conferences, taking official minutes; researches and develops material for use in official engagements; tabulates and prepares reports of statistical data; maintains control records on incoming correspondence and action documents and follows up on work in progress to ensure timely response or action; maintains principal's or director's calendar; coordinates meetings and conferences, scheduling time and place, and notifying attendees; makes travel arrangements; and may transcribe information using various types of equipment.

Supervision Received/Given

Receives limited supervision from a secondary school, high school, or alternative high school principal or an administrative office director. As office manager, assigns duties, reviews completed work for accuracy and completeness and provides guidance and assistance to full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to graduation from high school, plus five years of progressively more responsible experience, three of which shall have been in the administrative or office assistant class and have been in a school setting (for principal's assistants) or central office (for office director's assistants). Can demonstrate knowledge of procedures, practices, and operations of public school or office setting to which assigned; skill in business English, grammar spelling, and punctuation; and ability to operate computers, word processing and other software, and peripheral office equipment.

