

ADMINISTRATIVE ASSISTANT I

Definition

Serves as an administrative assistant to one or more school-based administrators or central office assistant directors, coordinators, or specialists; relieves assigned administrator of routine administrative tasks; ensures smooth and efficient operation of the office or section to which assigned; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Plans, initiates, and organizes administrative office activities; serves as administrative assistant to assigned administrator and oversees activities in assigned administrative section; appropriately handles supervisor's telephone calls and mail, personally responding to those that can be handled at the assistant level and forwarding the remaining calls or mail to assigned administrator with pertinent background material; when requested to do so, may sign assigned administrator's name to correspondence of a routine nature; reviews all outgoing correspondence for format, spelling, punctuation, and grammar before submitting for assigned administrator'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; maintains control records on incoming correspondence and action documents and follows up on work in progress to ensure timely response or action; maintains assigned administrator's calendar; issues work permits; tabulates and prepares reports of statistical data; coordinates meetings and conferences, scheduling time and place, and notifying attendees; makes travel arrangements; and may transcribe information using various types of equipment.

In a school: In addition to the above, serves as the backup operator of the school administrative student information system; prepares and maintains student records such as registrations, withdrawals, and transfers; and when assigned to an elementary special education center, performs financial and accounting tasks.

Supervision Received/Given

Receives limited supervision from a school-based administrator or a designee, or a central-office specialist, coordinator, or assistant director. May provide 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 three years of progressively more responsible experience, two of which shall have been at the office assistant level or above. 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.

In addition, positions assigned to an elementary special education center must have completed an accounting course or had equivalent financially related work experience.

