

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**        **Business Support Assistant I**

**DEFINITION:**

Under general direction performs a wide variety of complex administrative office/secretarial, fiscal, and budget functions in a complex program or business office.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

Function as the lead secretarial/administrative support for office operations of a complex program or business office;

Explain administrative and fiscal policies and procedures to staff and the public;

Make recommendations on the development of program budgets; prepare preliminary budgets;

Ensure compliance with established policies, regulations and legal requirements; study, plan, direct and coordinate the development and implementation of systems and procedures used to collect fiscal or budget data;

Review data collected for consistency, accuracy, and compliance with state and federal laws; prepare a variety of comprehensive fiscal and budget reports;

Create, maintain and interpret complex spreadsheets;

Calculate revenue allocations and disburse funds in accordance with legal requirements; prepare invoices for school districts, private schools, and other agencies for services provided;

Develop, audit and verify excess cost billing reports and procedures; compose, edit, and prepare correspondence, bulletins, booklets and special reports; organize and conduct meetings relative to fiscal matters;

Arrange and schedule a variety of meetings, conferences, and events; take and transcribe difficult and complex minutes of administrative meetings;

Organize and maintain operational records, files and supplies and other departmental information;

Monitor administrative and fiscal systems and procedures to ensure adequate controls; assist in the design, improvement or update of administrative and fiscal systems and procedures;

Screen and route mail, phone calls and office visitors; organize clerical functions and lead the work of assigned clerical and secretarial staff;

Operate computers and related software and standard office machines such as 10-key adding machine and calculator.

**NON-ESSENTIAL FUNCTIONS:**

Perform related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

None

**EDUCATION AND EXPERIENCE:**

Education, training and experience which clearly demonstrate possession of the knowledge and abilities described below. An example of qualifying education and experience would be: college level coursework in accounting, finance or related field and a minimum of two years of progressively responsible related experience.

**KNOWLEDGE AND ABILITIES:**

THOROUGH KNOWLEDGE OF: Budgetary and accounting principles, fiscal management, California Education Code and other related laws and mandates; modern office practices, equipment and software including applications to develop spreadsheets, PowerPoint presentations and complex reports; secretarial practices, business correspondence, and filing systems; proper English grammar, usage and spelling.

**ABILITY TO:**

Adhere to school district accounting principles; compile and interpret financial data; accurately prepare detailed financial reports; understand and explain related administrative and fiscal regulations, policies and procedures; advise others and make recommendations; keyboard accurately at speed sufficient to perform assigned tasks; accurately perform arithmetic computations; operate standard office equipment including computers and software used in the course of business; make decisions on procedural matters with limited supervision; meet required deadlines; follow oral and written instructions; establish and maintain effective working relationships with staff members, other departments, and the general public; communicate effectively orally and in writing; prepare accurate and concise correspondence and reports; plan, and direct the work of others with minimum supervision.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Office setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

**DISTINGUISHING CHARACTERISTICS:**

This position differs from those in the Administrative Assistant series in that this classification has primary responsibility for ongoing, day-to-day fiscal management functions of an assigned program or for technical and complex fiscal or budget functions in a business office in addition to the complex administrative support functions. It is distinguished from Business Support Assistant II in that the scope and breadth of the II level assignment extends to the entire division and therefore requires an in-depth understanding of business services functions in order to independently perform complex analytical tasks related to reporting, presenting information, and ensuring compliance.

Established: October 2011; December 2014

Approved by the Personnel Commission: October 5, 2011