

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

**CLASS TITLE:           SCHOOL ADMINISTRATIVE ASSISTANT I**

**DEFINITION:**

Provides secretarial and office management support to the school principal, vice-principal, and teaching staff at the administrative office of a school program.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

Types correspondence, forms, and reports, including letters, memoranda, instructional materials, rosters, records, briefs, orders, and lesson plans, and statistical data such as charts, graphs, tables, and budgets; drafts and composes material for staff signature.

Prepares, maintains and tracks administrative records and reports such as lease agreements, personnel/payroll materials, business/budget information and Child Nutrition information.

Maintains confidential information.

Prepares and tracks activity authorizations and purchase requisitions; arranges for payment of purchase orders and budget revisions.

Coordinates substitute assignments for school sites; assists in the selection of school staff, processes new hire paperwork, orients staff to the SDCOE and school site.

Provides information regarding the school program to staff, other agencies, students, parents, and the public.

Makes appropriate referrals.

Sorts, screens, prioritizes, and routes incoming mail; answers, screens, and routes telephone calls; answers routine correspondence; coordinates and arranges meetings; maintains schedules and appointment calendars; takes and prepares notes of meetings.

Operates a variety of office equipment, including computers used for word processing, database management, spreadsheets and recordkeeping.

Leads the work of clerical staff; orders and maintains stocks of supplies; assists with the maintenance of student record systems including attendance, grades, enrollment, and testing schedules and results.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Two years of progressively responsible office/secretarial experience performing the typical tasks described above. In addition, formal training in secretarial procedures and skills is highly desirable.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Office procedures and management.

Correct English usage.

Standard typing formats.

Alphabetical and numerical filing.

Telephone reception practices.

**ABILITY TO:**

Type at a net, corrected speed of 50 words per minute

Compose correspondence.

Make arithmetic computations.

Communicate effectively orally and in writing.

Work effectively independently and as part of a team with minimum supervision in a fast-paced environment with constant interruptions.

Organize and prioritize work.

Meet continuous deadlines in a fast-paced environment.

Exercise appropriate judgment in making decisions.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain confidentiality of information.

Demonstrate attendance sufficient to complete the duties of the position as required.

Complete routine tasks thoroughly, accurately and with attention to detail.

Operate a computer keyboard and quickly learn to use the software and on-line systems utilized in the course of business. Proficiency in Microsoft Word is required.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Duties are typically performed in an office environment.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit 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 lift light objects.

Established: 7/89

Revised: 12/97; 2/01; 7/03; 1/06; 9/06; 3/13

Approved by the Personnel Commission: \_\_\_\_\_