

**Howell Mountain Elementary School District
Job Description**

Class Title: Administrative Assistant/ Secretary I

Reports to: Superintendent

Calendar Year: 215 days

Salary Range: \$25.29-\$35.82

Summary:

Under the direction of the Superintendent, the Administrative Assistant is to perform responsible, technical and complex secretarial services to assist the Superintendent with administrative and clerical detail; plan, organize and coordinate office activities and coordinate flow of communications; maintain confidentiality of privileged and sensitive information; apply extensive knowledge of district policies and exercise independent judgment. The Administrative Assistant/ Secretary I, is an on-site, confidential employee who is responsible for directing, managing, supervising and coordinating the programs and activities of the Human Resources Department, including but not limited to: certificated and classified personnel; credentialing services; workers' compensation; attend and participate in contract negotiation sessions and labor relations programs; Livescan fingerprinting services; receptionist and mail room operations.

Essential Duties and Responsibilities:

Superintendent and school site; plan, organize and coordinate operating procedures, communications and administrative support functions to relieve the administrator of routine administrative and clerical details; assure smooth operations of an assigned office.

Perform responsible technical and complex secretarial duties in support of the Superintendent. Manage the recruitment, screening, selection, processing and compensation of certificated/classified personnel; position control, contract management, and other related personnel functions.

Assure proper verifications and seniority rights and credentials of personnel.

Assist Superintendent in completing annual legal documents required by County, State and Federal laws.

Ensure district compliance with the Brown Act, Education Code, Labor Law and Government Codes.

Complete attendance reports, P1, P2 and Annual CSR, J90, Language Census, SNOR and other state reports that support district compliance.

Maintain contact with employee groups, legal counsel and government agencies on the Superintendent's behalf; coordinate collection and dissemination of information and

documentation including Conflict of Interest code requirements, employee complaints; assists the Superintendent in matters relating to labor law negotiations, labor contract grievances and employee litigation.

Answer phones and screen callers and visitors; provide detailed and technical information concerning District policies and procedures and established guidelines.

Communicate with District personnel or parents on confidential or sensitive issues according to established guidelines and procedures; apply extensive knowledge of District policies and exercise independent judgment; expedite transmittal of information and facilitate implementation of policies and programs; assure timely communications.

Make telephone calls to verify, receive or transmit information; receive, open and screen incoming mail; independently compose replies according to established guidelines and procedures.

Research and compile information and compute statistical data for federal, State and District reports, departmental budget and special projects as assigned.

Schedule meetings, conferences and appointments; arrange for conference rooms; maintain calendar; arrange and schedule travel accommodations.

Maintain comprehensive records; prepare reports and files including those of a confidential nature.

Manage SEIS, assist in IEP/ SST scheduling and translation services.

Administer ELPAC initial and summative assessments.

Manage AERIES attendance, staff and classroom information.

LEA Foster Youth and McKinney Vento liaison.

Attend a variety of meetings; prepare and send out notices; collect and compile information; record proceedings according to established procedures; prepare and distribute minutes.

Order office, custodial and kitchen equipment and supplies.

Manage District Web page, posting district staffing rubric, agendas, calendars and minutes.

Perform related duties as assigned.

Knowledge and Abilities:

Operations, procedures, specific rules and precedents of the office.
Laws, rules and regulations related to assigned activities related to confidentiality of sensitive information.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Operation of a computer terminal and data entry techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

Ability To:

Perform secretarial and administrative support duties to relieve the Superintendent of administrative detail.
Apply extensive knowledge of District policies and exercise independent judgment.
Compose correspondence and written materials independently.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Operate a computer terminal to enter data, maintain records and generate reports.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Complete work with many interruptions.
Understand and work within scope of authority.
Work independently with little direction.
Meet schedules and timelines.
Work confidentially with discretion.
Type at an acceptable rate of speed.

Education and Or Experience:

Education: High School graduate or the equivalent. Proof required. Supplemental course work in secretarial science or related field.
Experience: Four years of increasingly responsible secretarial experience. Computer literacy required. Must be proficient with Microsoft, Excel and other applications.
Formatting, Proofreading, and a typing/keyboarding speed of 50 WPM.

Working Conditions:

Office environment.
Constant interruptions.

Physical Abilities:

Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.