

JOB TITLE: Educational Services Administrative Assistant I

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist the deputy superintendent and/or assigned district level administrator by planning, coordinating, and participating in the support activities related to the assigned responsibilities of district administration. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires discretion, initiative, and sound judgment. Accuracy and attention to detail in maintenance, processing and updating of records and files are required.

SUPERVISOR: Deputy Superintendent of Educational Services and/or District Level Administrator

TYPICAL DUTIES:

1. Perform a variety of complex and responsible clerical/secretarial duties for assigned administrator which may include routine administrative functions not requiring his/her immediate attention
2. Establish and maintain a variety of computerized data collection systems and other records/filing systems assuring confidentiality of designated files
3. Perform a variety of technical duties related to State and District student assessment programs; assisting with ordering, distributing, and retrieving assessment materials; and assisting in the distribution of related reports
4. Type a variety of materials including reports, memos, correspondence, forms, newsletters, etc. from rough draft or minimal verbal instructions
5. Maintain an accurate calendar of events, due dates, and schedules that relate to assigned department
6. Maintain and destroy files according to guidelines
7. Establish agendas, sets up meetings, take minutes, type and distribute minutes
8. Maintain and update records for assigned department
9. Order materials, supplies, forms, etc. upon approval of administrator
10. Perform other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

1. Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques
2. Proper English usage, grammar, spelling, vocabulary, and punctuation
3. Relevant State and Federal laws, regulations and procedures

Ability to:

1. Establish and maintain accurate filing and record keeping systems including computer data files.
2. Operate standard office equipment including a computer, printer, typewriter, copier, and calculator
3. Effectively utilize computer and computer technology for information management and data gathering
4. Learn, interpret, and successfully apply assigned unit's policies, procedures, rules, and regulations
5. Type accurately at a rate of 50 words a minute from clear copy
6. Maintain the security and confidentiality of specified records and information
7. Apply good judgment in recognizing the scope of authority as delegated
8. Gather, compile, and organize information and prepare assigned reports
9. Communicate tactfully and effectively in both oral and written forms
10. Plan, organize, and prioritize assigned workload and meet established timelines
11. Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION:

This position requires a combination of education and training equivalent to one year of college.

EXPERIENCE:

A minimum of two years of previous experience in administrative and office support work.

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TEST:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**

Adopted: 08/16/06