



Fremont Unified School District Classified Job Description

Administrative Assistant

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Summary:

The Administrative Assistant reports to the Associate/Assistant Superintendent or designee; to provide assistance in a variety of administrative and clerical matters; to assist in maintaining good public relations; to provide leadership for clerical staff; and to perform other job-related duties as required. Positions in the Administrative Assistant classification differ from those in the staff secretarial classifications primarily in these respects: extensive coordination of matters of wide scope; subject matter, frequently with highly sensitive and confidential content, and/or substantial leadership to other secretarial/clerical staff.

Essential Functions:

Depending on the assignment, duties may include but are not limited to the following:

- Facilitates interaction between the administrator and other staff
- Coordinates the efforts of other staff relating to specific objectives under direction of the administrator
- Receives and maintains information and materials of a sensitive and confidential in nature for referral or files
- Provides leadership to secretarial/clerical staff regarding processes of concern to the administrator
- Assists administrator in arranging priorities for handling of correspondence and transactions
- Types letters, memoranda, reports, statistical tables, bulletins, agenda, minutes, applications, forms and a variety of similar materials, from drafts, rough notes or oral instructions
- Composes letters and memos from brief oral instructions or notes
- Initiates forms used in various transactions, such as requests for personnel, requisitions for supplies
- Process time cards for the department's employees
- Gathers and assembles data; prepares reports
- Obtains information needed for departmental operations from district or other sources
- May act as receptionist, greeting visitors and providing information on request
- Provides information in response to questions over the phone or in person
- Coordinates meetings involving administrators, departments, employees, students, officials and members of the public
- May schedule use of district facilities; posts and maintains records
- May attend meetings to provide secretarial support; may serve as secretary to committees
- May order and maintain office supplies and operates a variety of office machines
- May operate computer terminal to input, access and change data

Qualifications:

Successful experience in:

- Software (word processing, databases, spreadsheets), online technology, voice mail and e-mail
- Office processes and equipment, filing systems, receptionist and telephone etiquette; and letter and report writing
- Record keeping methods and practices
- Budget processes
- English usage, spelling grammar, and punctuation
- Education site/department operations and/or central office operations
- FUSD Board policies and regulations

Ability to

- Communicate effectively with staff and public
- Perform District's administrative functions, transactions and technical operations



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- Interpret, and apply laws, rules and policies exercising good judgment
- Independently carry out a variety of technical procedures
- Possess project management skills
- Independently compose correspondence
- Perform clerical work with accuracy and speed
- Deal effectively with a wide variety of personalities and situations using tact, courtesy, poise, and firmness
- Analyze situations accurately and adopt an effective course of action
- Independently carry out general directions
- Make mathematical computations quickly and accurately
- Operate word processing software quickly, accurately and efficiently
- Operate computer or online technology to enter, access and make changes to data accurately and efficiently
- Type at a speed of not less than 60 words per minute from clear copy

Education:

Preference may be given for the equivalency of/ or completion of a full two-year course of study leading to an associate degree in business/public administration or a related field.

Experience:

Five Years of broad and varied responsible clerical experience, in a position(s) of significant responsibility is required. One or more years of responsible clerical experience in education at a site or department is desired.

Physical Demands:

The physical abilities required of this job may include the following:

Must possess mobility to work in a standard school setting, in various employment settings and use standard office equipment including a computer. Ability to identify and interpret communications in handwritten and printed materials, and on the display screen of various office equipment and machines. Ability to communicate effectively in order to perform assigned duties and to exchange information in person, in writing, in front of groups and telephonically. Dexterity of hands and fingers to operate a computer and standard office equipment. Physical agility which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead. Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non-Discrimination in Employment:

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

FLSA Status

Exempt

Approval Date

N:3/69 R:3/80 R: 5/83 R: 11/85 R: 5/99 R:2/18

Salary Range

Range 6