



ADMINISTRATIVE ASSISTANT

Definition:

Under direct supervision, performs a variety of clerical and administrative duties related to the division to which assigned, including typing, filing, record-keeping, and customer service. Positions in this classification provide general office and administrative support to the divisions of Finance, Human Resources, and Fleet/Logistics.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possess and maintain a valid California C Driver's License.
- Possess a high school diploma, G.E.D. equivalency, or a high school proficiency certificate.
- Two years of general clerical experience including basic computer knowledge.

Typical Duties:

NOTE: The following are the duties performed by employees in the Administrative Assistant series. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Performs a wide variety of clerical duties to District or divisional operations, including filing, preparing records and monthly reports, creating project files, updating District website, and preparing and processing accounts payable and invoices.

- Composes, types, formats, proofreads, and processes a variety of documents, including letters, memos, agendas, reports, statistical charts, and forms from rough drafts, recordings or verbal instructions; checks drafts for punctuation, spelling, and grammar and suggests corrections.
- Performs reception and customer service duties; answers telephone and in-person inquiries; provides information on District policies and procedures; resolves problems related to assigned responsibilities; refers callers to appropriate staff as necessary.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District and divisional policies and procedures in determining completeness of applications, records, and files.
- Operates standard office equipment, including job-related computer hardware and software applications, fax machine, scanner, printers, copiers, calculators, and telephones; may operate other department-specific equipment; may place office equipment maintenance calls.
- Provides staff support to assigned committees, groups and boards; copies and distributes agenda packets; maintains distribution and contact lists; prepares meeting site.
- Schedules use of district facilities; arranges for necessary set-up, materials, and equipment to be available at meetings, as necessary.
- Monitors and orders station, office, and other related supplies; assists in preparing, processing, and tracking purchase requisitions for services and materials; prepares requests for payment for management approval.
- Acts as liaison for the division to which assigned with other District divisions, staff, Board Directors, and the public; requests and provides information regarding program rules, regulations and activities.
- Performs special projects such as researching information, summarizing data, evaluating alternatives and preparing narrative or statistical reports.
- Compiles figures for the preparation of the division's budget; makes standard projections for various costs; researches capital improvement costs; inputs data and produces draft and final budget documents.
- Processes requests for payment for professional service and related contracts; ensures that contract provisions are met and that appropriate approvals are received.
- Reviews claims for payment for accuracy, and conformance to program requirements; submits such claims to Accounting Specialist; monitors payment status, researches errors and makes required adjustments.

- Performs other general clerical duties related to assigned functional area or department.

Knowledge of:

- Word processing and computer applications related to the work.
- Proper grammar, spelling, punctuation, and business correspondence formatting.
- Filing and record-keeping systems.
- Basic principles of administrative analysis.
- Basic budgetary and financial recordkeeping techniques.
- Research and report preparation principles.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.

Ability to:

- Collect, compile and summarize varied information; consider alternatives and reach sound conclusions;
- Explain and apply regulations and procedures in varying situations;
- Review documents for completeness, accuracy, appropriate authorization and compliance with regulations and procedures;
- Prepare clear and accurate reports, correspondence, procedures and other written materials;
- Represent the District in meetings with other entities;
- Organize and prioritize work and meet critical deadlines;
- Maintain accurate records and files;
- Exercise sound judgment within established policies and procedures;
- Establish and maintain effective working relationships with those contacted in the course of the work.