

**TEHAMA COUNTY DEPARTMENT OF EDUCATION**  
**ADMINISTRATIVE ASSISTANT— HUMAN RESOURCE SERVICES (Confidential)**

**DEFINITION:**

Under supervision of the Assistant Superintendent, the Administrative Assistant will perform a variety of complex and responsible secretarial and clerical assignments, to relieve the administrator of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the administrator's assignment; and to do other related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This class of secretary differs from the other secretarial classes in the complexities involved in the effective coordination of a multi-function department and the confidentiality of employer-employee relations' matters.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Perform technical and complex secretarial tasks related to the preparation, processing, and distribution of documents associated with the Department of Education and Tehama County school districts.
- Use a client-centered approach to all telephone conversations, giving information and responses not requiring the attention of a supervisor.
- Assist with the creating and advertising job postings using EdJoin, an on-line recruitment program.
- Assist with the developing, administering and evaluating of various employment tests.
- Scheduling and coordinating various events such as examinations and interviews.
- Greet visitors and when possible provide information requested, based upon departmental policies and procedures.
- Develop and maintain databases for a variety of department functions.
- Compile, develop, monitor, and review a variety of reports and statistical data without supervision.
- Compose and prepare a variety of correspondence, documents, and forms independently with minimal supervision and direction.
- Create a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Establish and maintain filing and record keeping systems.

- Maintain confidential information such as personal employee information.
- Develop and prepare materials for duplication and printing.
- Prepare purchase orders and maintain inventory of office supplies, and materials.
- Make arrangements for travel, meetings, and professional development. May attend meetings with necessary.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Prepare departmental outgoing mail on a daily basis and receive, sort, and screen individual department mail.
- Serve as backup to receptionist as requested.
- Prepare and assemble materials for employer-employee relations.
- Make appointments and maintain calendars for staff.
- Coordinate and maintain a variety of work from more than one supervisor.
- Understand, use, and stay current with a variety of computer programs (Microsoft Word, PageMaker, Excel, FileMaker Pro, etc.)
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

#### **QUALIFICATIONS AND REQUIREMENTS:**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- High school education or equivalent and three years responsible administrative secretarial experience; Experience in schools and/or education; Typing and computer skills at a level necessary for expected job performance.
- Equivalent to the completion of the twelfth grade.

#### **KNOWLEDGE OF ABILITY TO:**

- Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation; telephone techniques; basic bookkeeping and record keeping principles and procedures
- Prioritize workload, recognizing legal and policy implications of decisions; effectively handle a variety of simultaneous functions in a multi-operational department.
- Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment.

- Analyze situations carefully and adopt effective courses of action.
- Establish and maintain effective working relationships with staff and the general public.
- Operate a variety of office equipment.
- Operate word processing, database, desktop publishing, spreadsheet, and website computer programs.
- Work effectively with constant interruptions

**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by County Superintendent.