

**TEHAMA COUNTY DEPARTMENT OF EDUCATION  
JOB DESCRIPTION  
INDUCTION ADMINISTRATIVE ASSISTANT**

**DEFINITION:**

Under supervision of the Administrator of the Department, the Induction 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 various operational aspects of the department. The Induction Administrative Assistant will also develop systems and procedures to streamline department goals and activities.

**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.

- Maintains confidentiality.
- Responsible for a variety of technical and complex secretarial tasks without supervision.
- Receive, sort, and screen individual department mail and respond to those not needing the attention of the Administrator.
- Use a client-centered approach to all telephone conversations, giving information and responses not requiring the attention of the Administrator.
- Greet visitors and when possible provide information requested, based upon departmental policies and procedures.
- 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.
- Develop and maintain procedures, and databases for a variety of department functions.
- Develop and prepare materials for duplication and printing.
- Operate a variety of office machines and equipment.
- Assist the Administrator with fiscal and program management.
- Prepare purchase orders, maintain inventory of office supplies and materials.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Understand, use, and stay current with a variety of computer programs.
- Coordinate, administer, and provide user technical assistance for the department learning management system.
- Supports the development, management, and delivery of a synchronous online professional development system.
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Coordinate, update, and maintain the department website.

## **QUALIFICATIONS AND REQUIREMENTS:**

### **Knowledge of:**

- Organization, procedures, and operating details of the department to which assigned.
- Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation.
- Accounting and record keeping principles and procedures.
- Data display techniques.
- Understand and follow operating procedures in alignment with the policies, goals, and mission of the sponsoring agency and the Tehama County Department of Education.
- Advanced technology skills in application and online platforms for education purposes.

### **Skills and Ability to:**

- Understand long-term and short-term goals and outcomes for all aspects of the program in order to prioritize the workload.
- Learn, interpret, and apply administrative and departmental policies with good judgement.
- Analyze situations carefully and adopt effective courses of action.
- Understand, use, and stay current with word processing, database, spreadsheet, desktop publishing, and website computer programs.
- Establish and maintain effective working relationships with staff and the general public.
- Work effectively with constant interruptions.
- Develop a variety of spreadsheets using complicated formulas and references.
- Collect and analyze data objectively and prepare appropriate reports.
- Typing and computer skills at a level necessary for expected job performance.
- Deal effectively with a wide variety of personalities.

## **EXPERIENCE AND EDUCATION:**

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:

### **Experience:**

- Two (2) years secretarial experience in progressively responsible position.
- Experience in schools and/or education, desired.
- Experience in using applications or online platforms in education at a level necessary for expected job performance.

### **Education:**

- Equivalent to the completion of the twelfth grade.

**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.