

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	ADMINISTRATIVE ASSISTANT 1	2.3.1
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a variety of responsible administrative duties involving such activities as researching, investigating, and assisting in the development of procedures and methods to achieve set objectives; and to provide administrative support of an assigned functional area of responsibility.

CLASS CHARACTERISTICS

This is the full journey level class within the Administrative Assistant series. Employees within this class perform the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the secretarial class series on the basis of responsibilities that encompass more technical assignments within specific programs.

This class is distinguished from the Administrative Assistant 2 in that the latter performs duties requiring a higher level of technical knowledge and provides work coordination of assigned clerical personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

May exercise technical supervision over assigned clerical personnel.

ESSENTIAL FUNCTIONS OF THE JOB- May include, but are not limited to, the following:

NOTE: Actual job duties may vary based on department and/or function, e.g., Human Resources, Student Services, Executive Administration.

Conducting studies, researching, and/or evaluations pertaining to administrative problems, projects, and assigned area of responsibility.

Compiling, analyzing, and evaluating data and preparing estimates, statements, and reports based on such data.

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Administrative Assistant 1 (continued)

Interpreting and explaining practices, rules, policies, procedures, and regulations affecting the department or program area.

May coordinate work of others involved in projects.

Serving as a resource to and liaison between the supervisor and other employees and the general public.

May be responsible for coordinating operations of a particular unit or program area.

May assist in the evaluation of employees in lower classifications.

Arranging and organizing meetings and training sessions as necessary.

May perform secretarial duties as necessary.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of business administration, budget administration, accounting and/or personnel administration as relevant to area of assignment

Principles and practices of management, research, problem solving, and program evaluation

Principles and practices of work organization and simplification

Pertinent rules, policies, procedures, and regulations affecting department or assigned program area of responsibility

Modern office procedures and office computer hardware and software. Know and be able to use all district specific computer programs (i.e., SASI, Munis, EdZapp)

Ability to:

Organize work effectively and to exercise independent judgment in making appropriate technical and procedural decisions regarding work methods and work products

Research, organize and analyze technical information and prepare reports and recommendations

Monitor budgets and make projections related to specific program budget

Operate a computer to enter, revise, and retrieve information and to develop report formats and generate appropriate reports

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Analyze and resolve procedural and technical problems and to implement developed plans and procedures

Maintain established procedural systems and controls

Evaluate and establish work priorities

Establish and maintain effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

One year of responsible analytical and technical program administrative support experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in business, public administration, education or a related field.

Work Environment

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels from moderate to loud and occasional to frequent time periods.

Moderate to high level of contact with district personnel and outside agencies/community depending on job assignment.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Administrative Assistant 1

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____