

ADMINISTRATIVE ASSISTANT

DEFINITION

Performs a variety of staff duties to relieve an administrator of details relative to clerical procedures and methods, budget preparation and control, or other areas of the business operations of the organizational unit.

TYPICAL DUTIES

Assists an administrator by assuming responsibility for administrative details related to clerical procedures of a complex area of District operations by performing a combination of the following duties:

- Develops and recommends procedures for the compilation, maintenance, and presentation of data and maintains data used to assist in the determination of policies, procedures, and programs.

- Supervises the installation and maintenance of complex clerical procedures, including the preparation of instructions, dissemination of information, and functional supervision of the implementation of the procedures.

- Compiles and assist in the preparation of the office budget and supporting data, maintains controls on expenditure accounts, and recommends or initiates adjustments in accounts.

- Conducts special studies of clerical procedures, performance standards, office records, and related matters in order to advise administrative personnel maintains progress.

- Explains policies and procedures and speaks for an administrator in personal and telephone contacts and meetings.

- Prepares requisitions and maintains records of office supplies and equipment and expenditures.

- Searches records and obtains information from other offices and agencies.

- May prepare or review employee time reports and maintain routine bookkeeping and payroll records.

- Acts as the office resource in technology-related matters.

- May provide work direction to a clerical unit.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Administrative Assistant performs staff duties to relieve an administrator of details relative to clerical procedures and methods, budget preparation and control, or other areas of business operations of an organizational unit.

An Administrative Staff Aide is a trainee-level professional class that can be used to gain entry into several professional specialties. An Administrative Staff Aide receives on the job training and assists higher level staff members by performing assigned technical duties. This class is intended to provide orientation for promotion into several professional fields such as personnel administration and administrative analysis.

SUPERVISION

General direction is received from an administrator. Work direction may be exercised over clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Legal foundation of school district operations, such as the Education Code and Title 5 of the Administrative Code
Organization and functions of the Los Angeles Unified School District
District and Personnel Commission rules, administrative regulations, and general policies
Office practices and procedures
Payroll and budget preparation, regulations, and control

Ability to:

Exercise discretion in the dissemination of information
Interpret and clearly explain laws, rules, and policies
Devise clerical and administrative procedures necessary to accomplish desired goals
Speak and write English clearly and effectively
Spell, punctuate, use correct grammar, and proofread
Provide work direction to others engaged in clerical work
Maintain accurate records
Prepare and edit reports, bulletins, and other material
Use computers with Microsoft operating systems and word processing and spreadsheet software
Recognize and resolve problems related to computer user programs, equipment and basic network malfunctions

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business or public administration. Additional experience in office management or analysis of procedures or financial data may be substituted for the required education on a year-for-year basis.

Experience:

A. Four years of clerical experience including the compilation of data and implementation of procedures.

or

B. Two years as a staff assistant in a position requiring the maintenance of complex procedures involving the reporting of data.

or

C. One year of technical or administrative experience in collecting, analyzing, and reporting data or in the preparation, analysis, or adjustment of budgets.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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