

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **DEPARTMENT SECRETARY/ADMINISTRATIVE ASSISTANT**  
Department: Specific Department  
Reports to: Department Director

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#### **SUMMARY:**

Performs a variety of complex and responsible secretarial/administrative assistant support functions, including preparation and review of departmental financial transactions and records. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may direct and coordinate the work of others. This job class requires in-depth knowledge of secretarial/administrative assistant and organizational skills, and functions in a highly visible and independent manner.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Acts as secretary/administrative assistant to the site/departmental manager performing a wide variety of complex and responsible clerical and secretarial/administrative assistant support duties as well as relieving the departmental manager of routine administrative functions not requiring his/her immediate attention
- \* Converses with and furnishes information to outside agencies, principals, and other staff throughout the district and with the public in general
- \* Processes documents such as purchase orders, payables, and budget transfers
- \* Assists in departmental budget development and monitoring
- \* Prepares and processes warrants for payment
- \* Audits, reconciles, tabulates and classifies invoices
- \* Responsible for department purchase order processing
- \* Maintains account code list for department
- \* Manages department vendors, gathering information and setting up accounts
- \* Tracks absence forms for the department
- \* Researches and orders materials, supplies and equipment
- \* Takes notes and/or transcribes dictation of letters, memoranda, and other documents
- \* Greets visitors, takes and screens phone calls for the department.
- \* Coordinates meetings and appointments with vendors or staff as directed
- \* Acts as a resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures and activities of assigned department
- \* Processes, reviews, and verifies various forms, reports, records, and other material for accuracy, completeness and conformity with established standards
- \* Composes and types correspondence, memos, and/or reports on own initiative, from marginal notes, or from oral and written directions
- \* Types a variety of materials from clear draft, hand-written copy, notes, and verbal direction including memos, correspondence, reports, purchase orders, forms, cards, and records
- \* Receives, date stamps, and routes mail; maintains files and records; compiles and prepares reports
- \* Ensures office supplies are ordered and stocked as necessary
- \* Performs other related duties as assigned

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High School graduate or general education degree (GED) and two years of responsible secretarial experience, preferably in a school district environment.

**OTHER SKILLS and ABILITIES:**

Knowledge of school district clerical operations and functions. Knowledge of proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing. Knowledge of correct English usage, spelling, grammar, and punctuation. Knowledge of financial record keeping methods and practices. Ability to understand and apply successfully a variety of complex directions to specific situations. Ability to proofread work accurately. Ability to take notes and dictation and transcribe them accurately. Ability to communicate effectively and tactfully in both oral and written formats. Ability to establish and maintain a variety of record keeping, reference, and data collection systems. Ability to analyze situations and take appropriate action in a variety of procedural matters without immediate supervision. Ability to prioritize and coordinate workflow and timelines. Ability to establish and maintain effective work relationships when contacted in the performance of required duties. Ability to operate a variety of office equipment. Ability to utilize word processing (preferably Microsoft Word), database, spreadsheet programs, and financial programs on the computer. Ability to type accurately at a minimum rate of 60 w.p.m.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to staff and public. Ability to speak and/or write Spanish desirable.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to multi-task in a variety of situations while meeting time constraints and deadlines. Ability to effectively handle emergency situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times, as in typing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will remain within the acceptable noise level range. The employee continuously is interacting with the public and staff. The employee frequently will be required to meet multiple demands from several people.