



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave., – Hemet, CA 92545-3637 - (951) 765-5100

**ADMINISTRATIVE ASSISTANT I**  
**[Area Administrator]**

**JOB SUMMARY**

Under general direction, to coordinate the flow of communications, office activities, and technical processes for the office of the Area Administrator; to be responsible for a variety of specialized, quasi-administrative, and policy-related procedures; to manage/supervise site staff as assigned; and to do other related work as may be required.

**EXAMPLES OF DUTIES**

- Schedule, prepare agenda, and maintain minutes and records of Principal's Meetings, as well as other administrative and certificated steering committee meetings as required;
- Type and maintain confidential files for evaluations of secondary administrative positions;
- Set up and maintain an accurate system and record of the review and Governing Board approval of courses of study and instructional materials;
- Set up, maintain and monitor an accurate system and record for the processing of certificated extra-pay assignments;
- Prepare and maintain all materials and records as required relating to any grievance and/or negotiable items.
- Receive and handle telephone and personal contacts from schools, staff, other agencies, and the public where general judgment, knowledge and interpretation of policies and regulations are necessary;
- Evaluate communication priorities, relay information from administrator, and keep him/her informed;
- Screen and distribute mail, identify and refer materials to the administrator in order of priorities;
- Perform secretarial duties for the administrator by arranging appointments and maintaining appointment calendar of activities;
- Assemble and prepare materials for Board Agendas, meetings and conferences;
- Type, maintain, gather information related to, and file disciplinary documents, grievances and responses to grievances;
- Gather data and information and assume responsibility for replying to various requests, inquiries and questionnaires, research assigned topics and prepare required reports;
- Learn and apply specialized and technical procedures, such as in preparing contracts, applications to State and Federal agencies, confidential employee relations matters and departmental reports;
- Maintain a variety of complex interrelated records and files, some of which are designated as confidential;
- May take and transcribe dictation for letters, minutes for staff conferences, and legal, personnel and business matters;
- Assist the area administrator in the preparation of site level input and proposals for negotiations;
- Attend management council meetings;
- Compose and type letters, memoranda, reports, agenda materials, and statistical materials with speed and accuracy;
- Assist and provide input to the area administrator on evaluations of clerical staff;
- Review and check documents, records and forms for accuracy;
- May train, orient, supervise assign, and coordinate the work of subordinate office clerical employees;
- Make travel and conference reservations and arrangements; and may, when requested, attend meetings of the Board of Education;
- Serve as secretary to various District committees.

**EMPLOYMENT STANDARDS**

**KNOWLEDGE OF**

- Modern Office practices, procedures, machines and equipment, recordkeeping and filing systems;
- Basic organization and operation of a public school district, administrative offices and public and staff relations;
- Principles of proper letter composition, correspondence and report writing;
- Correct English usage, spelling, grammar and punctuation;
- Principles of supervision and training of personnel;
- Methods used in financial and statistical recordkeeping.

**ABILITY TO:**

- Perform and coordinate difficult office routines, and secretarial and clerical work involving independent judgment, initiative and procedural accuracy;
- Type accurately at a rate of 55 words per minute from clear, legible copy;
- Operate word processing equipment and/or computer terminals;
- Be familiar with established goals and objectives of the department and work to ensure their fulfillment;
- Interpret and apply District and departmental policies, rules and regulations;
- Compose correspondence independently and on own initiative;
- Acquire technical and procedural information and terminology quickly;
- Analyze situations correctly and adopt an effective course of action;
- Understand and carry out oral and written directions;
- Establish and maintain an effective working relationship with those contacted in the course of work.

**ADMINISTRATIVE ASSISTANT I**  
Educational Services (Continued)

**Employment Standards**

**EDUCATION**

High school diploma or general education degree (GED) and/ or supplemented by business school or college level course work and training equivalent to twenty-four [24] hours of credit;

**EXPERIENCE**

Four [4] years of increasingly responsible secretarial experience at a level equivalent to Administrative Secretary or Administrative Assistant. Additional secretarial experience may be substituted for the post high school training and/or course work requirement on a year-for-year basis.

**REQUIRED LICENSES AND/OR CERTIFICATES**

- If required to operate a vehicle in the performance of duties, operator must possess an appropriate California Drivers' License
- Maintain possession of such license during the course of employment;
- Have an acceptable driving record and must be insurable at standard rates by District's insurance carrier.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

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

**Physical Demands:** Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently, repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing, and speaking.

**Working Conditions:** Indoor office setting; Exposure to: inside/outside temperature swings and normal noise of office equipment and activities.

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

**EMPLOYMENT STATUS**

A confidential position.

July 2005