



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

**ADMINISTRATIVE ASSISTANT I**  
**[Human Resources]**

**JOB SUMMARY**

Under general direction, to coordinate the flow of communications, office activities, and technical processes for the office of the Director of Human Resources, to be responsible for a variety of specialized, quasi-administrative, and policy-related procedures; and to do other related work as may be required.

**EXAMPLES OF DUTIES**

- Custodian of Record for all applicant fingerprint information from the Department of Justice
- 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
- Prepare and maintain all materials and records as required relating to any grievance and/or negotiable items
- Process employment materials for athletic coaching positions and assisting applicants in obtaining necessary documentation for a variety of requirements
- 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 departmental reports and confidential employee relations
- Maintain a variety of complex interrelated records and files, some of which are designated as confidential;
- Compose and type letters, memoranda, reports, agenda materials, and statistical materials with speed and accuracy
- May serve as secretary to a variety of committees
- Be involved in disciplinary and termination proceedings, including gathering data and typing of correspondence and process forms
- May prepare daily and monthly records and lists of substitutes used and their assignments, and monitors substitute assignments relating to attainment of permanent status
- Have access to/handle permanent personnel files containing confidential information about Certificated and Classified employees
- Prepare and/or communicate memoranda concerning negotiations, grievances, litigations involving employer/employee relations
- 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
- Prepare unemployment claim responses

**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 45 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**  
**[Human Resources] (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.

September 2016