DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: **ADMINISTRATIVE ASSISTANT** **Salary Range:** **42**
Employment Category; **CONFIDENTIAL** **FLSA Designation:** **Non-Exempt**

Job Summary:
Under direction of Director of Personnel Services, performs and provides administrative assistance, and in support of the division, organizes, coordinates, schedules, performs and oversees office functions involving complex and diverse activities; coordinating communication between administrators, District and site personnel, parents, students and the general public, ensuring the confidentiality of all materials and information.

Essential Job Functions:
- **Assists** administrative personnel, the community, outside agencies, etc. for the purpose of providing support and backup for their assignments; coordinating activities; and, repair and maintenance of equipment.
- **Assists** in the preparation of materials for negotiations, gathering confidential data, handling correspondence communication, receives and/or transcribes confidential minutes and information, and assists in updating collective bargaining unit agreements.
- **Composes** materials and documents (e.g. letters, memos, fliers, newsletters, calendars, etc.) for the purpose of communicating information to school sites and district personnel, the public, state officials, etc.
- **Evaluates** situations involving staff, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel.
- **Maintains** files and records (e.g. personnel files, confidential files, staff attendance, site budget, site inventory, key control, etc., when needed) for the purpose of ensuring accuracy and availability of required information.
- **Monitors**, requisitions & payments, attendance of staff for the purpose of ensuring efficiency of office and compliance with appropriate requirements; and, providing direction and taking appropriate action as may be required.
- **Oversees** staff for the purpose of providing orientation to job assignments and assuring accuracy.
- **Processes** materials, documents and reports (e.g. mail, agendas, requisitions, conference requests, supply distribution, employee evaluations, etc.) for the purpose of disseminating to appropriate parties and ensuring documentation and accuracy of required information.
- **Assists** in facilitating employee recognition events, personnel recruitment and fairs**.**
- **Responds** to inquiries of staff, public and/or students for the purpose of providing information and/or direction.
- **Supports** assigned administrative personnel for the purpose of assisting them with their job functions of maintaining overall personnel division operations.

Other Job Functions:
- **Attends** meetings as needed for the purpose of conveying and/or gathering information required to perform functions.

Essential Job Requirements - Qualifications:
- **Skills, Knowledge and/or Abilities Required:** Ability to operate standard office equipment. Ability to utilize pertinent software applications. Ability to perform standard clerical and secretarial procedures. Ability to perform standard bookkeeping/accounting procedures. Knowledge of principles, practices and trends of school personnel administration including examination, classification, credentialing, compensation and maintenance of personnel records. Ability to communicate with persons of varied cultural and educational backgrounds. Ability to perform basic first aid and health care. Ability to plan and manage projects and make administrative decisions. Ability to prepare and maintain accurate records.

- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer; have the ability to occasionally lift up to 52 pounds, frequently lift up to 5 plus pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other Atmospheric Conditions include Fumes and Odors (Copier supplies); Dust (Dust and paper dust).

- **Training & Education Required:** Associate of Arts Degree or equivalent and four (4) years increasingly responsible clerical and/or secretarial experience; OR, six (6) years increasingly responsible clerical and/or secretarial experience.

- **Licenses, Certifications and Testing Required:**
  - Must possess or have the ability to obtain a valid First Aid Certificate within 90 days after initiation of employment.
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Written examination.
  - Typing examination at 55 net words per minute from clear copy.

Salary Modification: 06/19/2012
Board Approval: 06/19/2012