

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned Coordinator or Manager, perform a variety of clerical and secretarial duties to relieve the Coordinator or Manager of administrative and clerical detail; coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I classification performs administrative duties and provides varied direct or pooled secretarial support to an assigned Coordinator(s) or Manager(s). Incumbents relieve the coordinator of administrative and clerical detail.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical and secretarial duties to relieve the Coordinator or Manager of administrative and clerical detail; assist in assuring smooth and efficient office operations; coordinate flow of communications and information for the administrator.

Serve as secretary to the assigned Coordinator or Manager; perform public relations and communication services for the supervisor; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and provide information and assistance related to office or program operations, activities, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates and other materials.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned

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San Mateo County Office of Education

Perform a variety of clerical and secretarial duties to relieve the Coordinator or Manager of administrative and clerical detail.

Coordinate flow of communications and information for the administrator.

Assist in assuring smooth and efficient office operations.

Compose correspondence and written materials independently or from oral instructions.