

**SAN MATEO COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: ADMINISTRATIVE ASSISTANT III**

inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials; format materials to meet program and office needs.

Research, compile and verify a variety of data and information; compute statistical information for various federal, State and local reports as necessary; identify and resolve a variety of financial and statistical discrepancies; assure mandated ted 18) fD (a) 764, a ampocaeed 064 n ed 0 u bmpocaed 006; 6; ea2mpi

**KNOWLEDGE OF:**

Organizational operations, policies and objectives.  
Policies and objectives of assigned programs and activities.  
Applicable laws, codes, regulations, policies and procedures.  
Record-keeping and filing techniques.  
Business letter and report writing, editing and proofreading.  
Telephone techniques and etiquette.  
Methods, procedures and terminology used in clerical accounting work.  
Modern office practices, procedures and equipment.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Record retrieval and storage systems.  
Basic public relations techniques.  
Mathematic calculations.

**ABILITY TO:**

Perform a variety of complex secretarial and administrative assistant duties to relieve the Administrator of administrative and clerical detail.  
Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.  
Assure smooth and efficient office operations.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.  
Compose effective correspondence independently.  
Perform a variety of clerical accounting duties in support of assigned department or program.  
Answer telephones and greet the public courteously.  
Complete work with many interruptions.  
Maintain a variety of records, logs and files.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Determine appropriate action within clearly defined guidelines.  
Add, subtract, multiply and divide with speed and accuracy.

