



## SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road  
Post Office Box 213030 • Stockton, California 95213-9030  
Telephone (209) 468-4800

# Job Description

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**POSITION TITLE:** *Senior Administrative Assistant* # 2350

**SALARY PLACEMENT:** Range N, Classified Salary Schedule

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Equivalent of the completion of the twelfth grade, plus two years of advanced secretarial training or business/computer courses obtained through a community college, trade or correspondence school. Experience of a closely related nature may be substituted.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

*Advanced Macintosh computer skills, including knowledge of Word, Works (spreadsheet, word processing, and database), Excel, PageMaker, FilemakerPro, and E-mail and Electronic calendars. Advanced experience in business procedures, applications, and bookkeeping, including receivables, payables and financial records.*

**MINIMUM EXPERIENCE:**

Four years of varied and progressively responsible secretarial experience at the administrative level.

**DESIRABLE EXPERIENCE:**

*Experience working in a school district or county office of education.*

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Typing/word processing at a minimum of 50 wpm. Basic office methods, practices, and procedures, including filing systems, correspondence, standard English usage, spelling, grammar, and punctuation. Advanced computer skills. Ability to carry out oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence independently. Be flexible and receptive to change.

**DISTINGUISHING CHARACTERISTICS:**

The Senior Administrative Assistant class performs skilled secretarial and administrative assistance duties for a large organization unit with subordinate levels of management, which are served by an Administrative Assistant position. The Administrative Assistant class performs skilled secretarial and administrative assistance duties for an organization unit, which typically involves a single program, or a group of related programs.

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Senior Administrative Assistant

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**SUMMARY OF POSITION:**

Under general direction of management personnel, performs a wide variety of complex and responsible secretarial, technical, clerical and accounting duties; has extensive dealings with the public and school district personnel. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Serves as personal secretary to management. Answers telephone calls; handles visitors; receives and relays messages; handles requests for information and assistance.
2. Transcribes from Dictaphone, handwritten notes or dictation and types letters, memoranda, and reports as assigned.
3. Attends to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
4. Receives, reviews and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures. Processes documents in compliance with established policies and procedures.
5. Maintains expenditure records of office/unit budget; prepares and coordinates budget transfer requests as necessary; tracks expenditures from each budget line item.
6. Prepares and processes all purchase orders; verifies amounts to pay partial and final invoices; makes copies and keeps accurate records of all payments.
7. Prepares rooms for meetings; arranges for necessary materials and refreshments.
8. Establishes and maintains a variety of office filing and record-keeping systems including inventory data collection systems.
9. Receives, sorts and distributes incoming mail.
10. Orders and distributes office supplies and materials.
11. Gathers, reviews, and compiles information and prepares accurate and comprehensive reports and surveys with deadlines as assigned.
12. Serves as clerical support to the Department. Schedules appointments; types letters and notices; prepares materials and reports as needed.
13. Maintains records and prepares notices and documents.
14. Prepares correspondence independently on matters not requiring personal attention of administrator.
15. Maintains strict confidentiality on all job-related matters.
16. Prepares a variety of communicative subject matter that may include privileged and highly sensitive material.
17. Plans, develops and implements office procedures.
18. Makes mathematical calculations with speed and accuracy.
19. Maintains numerous and varied budgets.
20. Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.

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**PHYSICAL REQUIREMENTS: (CONTINUED)**

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.