

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CONFIDENTIAL

CLASSIFICATION: SPECIAL EDUCATION

JOB TITLE: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, relieve the administrator of a variety of administrative support functions; perform a variety of secretarial and clerical functions; and perform difficult and complex tasks as assigned; maintain confidentiality of information.

REPRESENTATIVE DUTIES:

Perform a variety of administrative support functions; perform a variety of secretarial and clerical functions; perform difficult and complex tasks. *E*

Type a variety of materials including reports, correspondence, memos, letters, surveys, forms and other information or related data; proofread and assure accuracy of information. *E*

Prepare and maintain program and confidential files; maintain databases and provide written information from file data; assure compliance with State and federal requirements. *E*

Process recruitment and job candidate application paperwork. Set up and prepare packets for interviews; send necessary employment documents to Human Resources as required. *E*

Prepare and maintain a variety of confidential student records and reports for referred, identified and eligible individuals in accordance with legal and professional requirements. *E*

Assist in the preparation of confidential correspondence and data collection related to negotiations and collective bargaining agreements. *E*

Assist with budget preparation and implementation activities. *E*

Attend various meetings; take minutes; type a variety of agendas, minutes, resolutions and correspondence; prepare agenda packets of information and distribute as appropriate. *E*

Monitor instructional budgets; prepare purchase orders; maintain supply inventory. *E*

Process work request forms for maintenance of facilities. *E*

Assist in the scheduling and maintenance of student transportation, routes and staffing; provide work direction to assigned personnel; schedule maintenance of vehicles and necessary staff training per State and Federal requirements. *E*

Coordinate and organize Translator/Interpreter schedules for IEP meetings. *E*

Process work request forms for maintenance of facilities. *E*

Process and monitor sick leave and vacation time from leave calendars for all program staff. *E*

Prepare information and document activities related to funding sources and supplemental services; maintain and prepare expenditure log, billings, minutes and budget. *E*

Prepare information and document activities related to funding sources and supplemental services; maintain and prepare expenditure log, billings, minutes and budget. **E**

Operate a computer to enter data on students or program-related information; generate lists for staff; prepare State reports from an assigned data processing system. **E**

Prepare and maintain a variety of records related to policies, agendas, plans, contracts, minutes, calendars, records and reports; submit required reports to appropriate agencies. **E**

Perform a variety of duties including answering telephones and distributing messages; typing, filing, copying, preparing and maintaining logs, records and reports; greet visitors and parents; coordinate visitor information; and provide assistance and information related to program activities. **E**

Prepare and maintain all confidential student files. **E**

Send IEP notices; assist in IEP scheduling, send assessment plans, IEPs, and other forms to parents for signature. **E**

Create, revise and order all necessary student related forms, assessments and materials. **E**

Communicate with a variety of County Office and district personnel and outside agencies to coordinate activities, exchange information and resolve issues or concerns. **E**

Operate assigned computer software systems and a variety of office equipment including a printer, copier, facsimile, calculator, typewriter, multi-line telephone and other office machines. **E**

Provide assistance to staff in the operation of office equipment. **E**

Receive, sort and distribute incoming mail; prepare outgoing mail; collect and deliver mail. **E**

Coordinate and organize annual calendar, schedule rooms for meetings, trainings and assessment activities and coordinate travel arrangements for conferences. **E**

Schedule, coordinate and participate in interviews, coordinate process for completion of hiring. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

County Office organization, operations, policies and objectives
Advanced administrative support methods and responsibilities
Applicable sections of the State Education Code and other laws
Interpersonal skills using tact, patience and courtesy
Modern administrative office practices, procedures and equipment
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills
Record-keeping techniques
Alpha and numeric filing systems

Operation of office machines including computer equipment
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

ABILITY TO:

Perform a variety of complex and responsible administrative support duties
Apply, interpret, and explain the operations, policies and procedures of the Special Education office
Communicate effectively both orally and in writing
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Prepare and maintain administrative records and files
Compile data and prepare reports
Work confidentially with discretion
Type at an acceptable rate of speed
Plan and organize work
Compose correspondence and written materials independently
Meet schedules and time lines
Operate a computer terminal to enter data, maintain records and generate reports
Establish and maintain cooperative and effective working relationships with others
Lift and carry objects weighing up to 40 pounds
Operate a variety of office equipment to perform assigned duties
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in office administration, business or related field and four years of responsible administrative office experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting
Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Sitting or standing for extended periods of time
Reaching overhead, above the shoulders and horizontally to retrieve and store supplies and files
Bending at waist, kneeling and squatting to retrieve and file records
Hearing and speaking to exchange information on the telephone or in person
Seeing to review, type and distribute materials
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases
Potential for confrontation with dissatisfied persons

Employee Group: Classified - Confidential

FLSA Status: Non-Exempt

Salary Schedule: 107

Approval Date: September 2021