

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE ASSISTANT IV – RESTRICTED

BASIC FUNCTION:

Under the supervision of an assigned Director III, performs a variety of complex secretarial and administrative assistant duties to relieve the Director III of administrative and clerical detail; plans, coordinates and organizes day to day office operations and activities; coordinates flow of communications and information for the Director III; prepares and maintains a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant IV serves as the primary administrative support for a large, complex department managed by a Director III. The Administrative Assistant III performs more advanced clerical and secretarial duties in support of a Director I or II. The Administrative Assistant II performs a variety of clerical and secretarial duties in support of an administrator such as a supervisor, manager or specialist.

REPRESENTATIVE DUTIES:

The following duties are representative of those performed by the Administrative Assistant IV: prepares and maintains automated records and reports; maintains and updates the computer system; establishes and maintains automated records and sheets, manipulates data and generates various computerized lists as requested; assures accuracy of input and output data.

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Composes, 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, contracts and other materials; formats materials to meet program and office needs; maintains department website content as directed.

Researches, compiles and verifies a variety of data and information; computes statistical information for various federal, State and local reports as necessary; identifies and resolves a variety of financial and statistical discrepancies; assures mandated reports are completed and submitted to appropriate agency according to established time lines.

Distributes, collects, processes and evaluates a variety of forms and applications related to assigned functions; duplicates and distributes materials as needed; assists with the preparation, processing and maintenance of grant information, records and related materials as assigned.

Coordinates, schedules and attends a variety of meetings, workshops and special events; prepares and sends out notices of meetings; compiles and prepares agenda items and other required information for meetings, workshops and other events; sets up equipment and supplies for meetings and other events as needed; takes, transcribes and distributes minutes as directed.

Coordinates and implements financial and clerical accounting activities as assigned; runs budget and financial reports; monitors funds for income and expenditures; assures expenditures to do not exceed established budget limitations; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets; assists with budget development and preparation; maintains financial and statistical records and files; prepares contracts and process contracts according to established polices and procedures.

Trains and provides work direction and guidance to designated clerical personnel and school site staff as assigned; provides input concerning employee interviews and evaluations as requested.

Performs special projects and prepare various forms and reports on behalf of the assigned Director III; attends to administrative details on special matters as assigned.

Communicates with personnel and various outside agencies to exchange information, request and provide materials, coordinates activities and resolves issues or concerns; interprets, applies and explains laws, codes, rules, regulations, policies and procedures.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arrange for equipment repairs as required.

Receives, opens, sorts, screens and distributes incoming mail; composes replies independently or from oral direction; prepares and distributes informational packets and bulk mailings.

Maintains appointment and activity schedules and calendars; coordinates travel arrangements and hotel reservations as necessary; processes reimbursement claims; reserves facilities and equipment for meetings and other events as needed.

Monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate



Communicate effectively both orally and in writing.  
Determine appropriate action within clearly defined guidelines.  
Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Graduation from high school supplemented by an Associate's degree, or equivalent college level course work in a related area of study, and three years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact, supplemented by successful completion of an administrative assistant, office management, or secretarial training program.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Bending the waist, kneeling or crouching to file and retrieve materials.

Approved by Personnel Commission: December 14, 2016

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