

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: ADMINISTRATIVE ASSISTANT IV**

**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 Director

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



Determine appropriate action within clearly defined guidelines.  
Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

\_\_\_\_\_ : 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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Kristin Olson  
Director Classified Personnel Services

Date: 12/14/16