

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SENIOR ADMINISTRATIVE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent of Administrative Services, perform a wide variety of specialized and responsible secretarial and administrative support duties related to the District's budget, audit, contracts, and union negotiations; organize and coordinate office activities and communications to assist the Deputy Superintendent in all business services and Human Resources divisions through the school district.

#### **REPRESENTATIVE DUTIES:**

Provide executive assistances to the Deputy Superintendent by performing a wide variety of highly responsible and specialized complex secretarial and administrative assistant duties working independently in support of functions assigned by the Deputy Superintendent; interpret and apply rules and regulations as appropriate; perform duties with administrative details as appropriate. **E**

Coordinate communication between the Deputy Superintendent, and all classified business divisions, District personnel, students, educational institutions, vendors, news media/reporters, lawyers, classified and certificated union representatives, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems. **E**

Assist the Deputy Superintendent with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators. **E**

Perform a variety of tasks associated with the preparation, revision, and administration of the District's mandated Emergency Preparedness Plan, which includes; committee meetings, room utilization, and statewide emergency disaster drills. **E**

Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required. **E**

Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records. **E**

Conduct research of problems and situations, consulting with involved staff members, investigating procedures and gathering background materials. **E**

Consult with District personnel and others concerning specific issues and situations. **E**

Maintain the Deputy Superintendent's calendar; arrange for meetings of the Deputy Superintendent with various groups both within and outside the District; make travel arrangements as required. **E**

Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions. **E**

Coordinate, compile, and prepare agenda materials for the Board and various committees that are compliant and functions pursuant to the Education Code and Brown Act. **E**

Provide assistance to the Board of Education and Committee members as needed, including research of questions and coordination of Board and Committee requests and activities. **E**

Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations. **E**

Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents. **E**

Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position; prepare correspondence and memoranda independently or from oral instructions. **E**

Operate a computer work station to maintain records and generate reports, lists and other materials; utilize word processing and other software as required. **E**

## Senior Administrative Assistant

2

Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality. **E**

Receive, process and route mail; order, issue and maintain department supplies, forms and equipment.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping and report writing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette dealing with the news media/press and the public.

Operation of a computer work station and a variety of other office equipment including typewriter, calculator, copiers and dictation equipment.

#### ABILITY TO:

Perform secretarial and administrative assistance duties.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Type at 50 words net per minute from clear copy.

Take dictation at 90 words per minute and transcribe accurately as required by the position.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Prepare reports by gathering and organizing data from a variety of sources.

Work confidentially with discretion.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Work efficiently with many interruptions.

Operate a variety of office equipment including computer work stations, calculator, typewriter, copiers and dictation equipment.

Make arrangements for meetings and conferences locally and arrangements out of town; conferences, hotel, car rentals, etc.

Maintain a variety of files, records and logs.

Plan and organize work.

Provide work direction to others as assigned.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college course work in business, office practices or related field and four years of responsible secretarial experience involving the use of word processing and record-keeping software.

### **LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification require the ability to take and transcribe dictation.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment; subject to constant interruptions.

#### PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, hearing and speaking to exchange information.