

## **JOB DESCRIPTION**

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### **PERRIS SCHOOL DISTRICT**

### **ADMINISTRATIVE ASSISTANT**

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#### **Brief Description of Position**

Under the direction of the Superintendent, performs highly responsible and complex secretarial and administrative assistance duties. This is a confidential employee position.

#### **Duties and Responsibilities**

Performs difficult secretarial work for the Superintendent of Schools.

Screens visitors, telephone calls and mail directed to the Superintendent.

Assists the Superintendent in preparing for Governing Board meeting by collecting, organizing and presenting materials for agendas and distributing to Board Members with supporting documents.

Attends Board meetings. Take minutes of Board actions and prepares preliminary drafts of minutes for distribution.

Prepares correspondence for the Superintendent to sign as a result of Board actions.

Assists in the preparation of agenda and materials for administrative staff, citizen's and committee meetings called by the Superintendent.

Takes and transcribes dictation of letters, memoranda and reports including material of a confidential nature.

Independently composes correspondence concerned with non-policy matters.

Schedules appointments and meetings, luncheons and trips for the Superintendent and Board members.

Performs other duties as required.

#### **Knowledge and Ability**

Principles, practices and procedures utilized in an administration office.

Organization, operations, policies and objectives.

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#### **Knowledge and Ability (Cont'd)**

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Record keeping techniques.

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

Oral and written communication skill.

Interpersonal skills using tact, patience and courtesy.

Performs highly responsible and complex secretarial and administrative assistance duties.

Exercise independent judgment in assisting the Superintendent in administrative details requiring considerable knowledge, use and interpretation of District policies and procedures.

Supervise, evaluate, assign and review the work of assigned employees.

Compile and prepare agendas for Cabinet and Board meetings from information received from division offices.

Attend Board meetings and take minutes.

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

Compile and organize complex material and summarize discussions and actions taken in report form.

Operate a variety of office equipment including an IBM or compatible computer terminal.

Establish and maintain a variety of complex and confidential files and records.

Establish and maintain cooperative and effective working relationships with others.

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#### **Knowledge and Ability (Cont'd)**

Type at 70/80 net words per minute from clear copy.

Take dictation at 110 words per minute and transcribe accurately.

Analyze situations accurately and adopt an effective course of action.

Make arithmetic calculations with speed and accuracy.

Understand and work within scope of authority.

Work independently with little direction.

Meet schedules and time lines.

Work confidentially and with discretion.

Communicate effectively both orally and in writing.

Bilingual skills – oral and written (desired/not required).