

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Administrative Assistant I	<b>REPORTS TO:</b>	Assigned Manager
<b>DEPARTMENT:</b>	Various sites/locations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	046 OTBS
<b>REVISED:</b>	June 9, 2003		

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**BASIC FUNCTION:**

Relieve the work load of a manager by performing responsible administrative and staff duties; direct the work of assigned staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Assist with administrative detail; make special studies, prepare reports, and act as a resource to district staff and community members. **E**

Assist in the development, evaluation, implementation, revision, and interpretation of policies, programs, and procedures. **E**

Act as an office manager. **E**

Represent the organizational unit or school at meetings. **E**

Prepare or supervise the preparation of manuals, handbooks, and newsletters. **E**

Draft correspondence and write or screen information for the news media. **E**

Participate in the preparation, administration, and control of special projects activities. **E**

Coordinate departmental or school activities including inservice training programs and business arrangements for student body activities. **E**

Train and direct the work of assigned staff; participate in the selection, training, and general supervision of pupils and others involved in noninstructional activities.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in business or public administration and one year of recent, related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation may be required for some positions in this job class (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office procedures and methods.

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

**ABILITY TO:**

Communicate effectively orally and in writing.

Meet schedules and time lines.

Prepare reports, correspondence, statistical analyses, and financial statements.

Establish and maintain effective working relationships with all levels of staff, students, and the public.

Operate standard office equipment, including microcomputers and related software applications.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.18.04—PeopleSoft

Job Code 6521

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