

ADMINISTRATIVE ASSISTANT

Definition

Under general supervision, provides administrative and program support to the District Secretary in the preparation of PID agendas, actions, ordinances, resolutions, in the maintenance of official documents and records; provides varied technical, complex, specialized, and confidential office administrative support to other department managers as directed; and performs related duties, as assigned.

Examples of Duties

- Assists in maintaining the District's filing system and variety of office and Department files, including the maintenance of administrative files, resolutions, contracts, agreements, deeds, and other official documents.
- Prepares correspondence, memoranda, and other items as directed by an assigned District management position.
- May answer the telephone and provide information from District policy and procedure manuals.
- Prepares and checks letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Assists in preparation of PID meeting agendas; assists in the assembly and distribution of agenda packets; prepares approved resolutions, ordinances, and meeting minutes for archiving.
- Assists in coordination and distribution of special district election materials.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Maintains a Records Management and archival system.
- May take and transcribes minutes and notes.
- May handle sensitive and confidential documents.
- May provide support to accounting and finance staff.
- May provide work coordination for other office support staff.

Typical Physical Activities

- Communicates orally with District management, co-workers, elected officials, and the public in face to face, one-to-one and group settings.
- Uses a telephone for communication.
- Uses office equipment such as computer terminals, typewriters, copiers, and FAX machines.
- Sits for extended time periods.
- Must be able to carry, push, pull, reach, and lift material or equipment weighing up to 25 lbs. occasionally.
- May stoop, kneel, reach for extended periods of times.
- Works occasionally in an environment with exposure to dust.
- Travels occasionally by motor vehicle in conducting District business.
- Hearing and vision within normal ranges

Employment Standards

Knowledge of:

- Microsoft Office Suite with competence in Microsoft Word and Excel.
- Principles of Accounting

- Operations, procedures, policies, and precedents of an assigned Department.
- Office management principles, operations, and procedures.
- Development and maintenance of filing and record keeping systems.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software as appropriate to conduct, compile, and/or generate documentation.
- Correct English usage, spelling, grammar, and punctuation.
- Business letter writing and the standard format for reports and correspondence.
- Principles of work coordination

ASSISTANT SECRETARY

Ability to:

- Perform a variety of complex and responsible administrative support work functions.
- Provide work coordination for other District office support staff.
- Type at a minimum rate of 55 words per minutes from clear, legible copy.
- Take and transcribe minutes and notes at an acceptable rate for assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Perform research and prepare documents and reports.
- Use computers and applicable software in the performance of office and administrative support assignments.
- Understand and carry out oral and written directions.
- Post financial data and to make arithmetical calculations rapidly and accurately.
- Operate various pieces of office equipment including, but not limited to, fax machines, typewriters, calculators, copy machines, and audio recording equipment.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.

Desirable Qualifications:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Completion of advanced educational training in office administration skills is highly desirable.

Experience: Three (3) years of increasingly responsible experience in performing a variety of office and administrative support work, preferably with a government agency or utility.

Education: Equivalent to completion of the twelfth grade supplemented by college-level coursework and/or (3) years of increasingly responsible secretarial or administrative experience,

preferably with a governmental agency or utility.
Keyboarding certificate – minimum 55 words per minute.

License Certificate Registration Requirement:

Possession of a valid appropriate California driver’s license, Class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District’s automobile insurance rates.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.