

## **EVEN START ADMINISTRATIVE ASSISTANT**

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### **Purpose Statement:**

The job of Even Start Administrative Assistant is done for the purpose/s of providing clerical support to assigned administrative personnel; communicating information to staff, the public, and other districts; ensuring compliance legal and administrative requirements; and providing information and/or direction as may be requested.

This job reports to Even Start Administrative Assistant

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### **Essential Functions**

- Assists new students in registering and course scheduling for the purpose of ensuring that new students have a smooth and effective transition into the school system.
- Attends meetings as may be required for the purpose of receiving and/or conveying information.
- Composes complex documents (e.g. correspondence, spreadsheets, schedules, agendas, bulletins, reports, charts, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Coordinates a variety of activities as assigned (e.g. meetings, workshops, appointments, etc.) for the purpose of delivering services in conformance to established guidelines.
- Maintains a variety of records (confidential and non-confidential) (e.g. student records, program policy guidelines, calendars, etc.) for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Monitors assigned activities and/or program components (e.g. education code, district requirements, component budgets, critical time lines, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares written materials (e.g. report cards, student progress reports, etc.) for the purpose of conveying and/or documenting information regarding district activities and/or procedures.
- Processes documents and materials (e.g. schedules, billing claims, purchase orders, payroll records, work orders, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a wide variety of information (e.g. current practices, polices, enrollment, boundaries, codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, other educational institutions, parents and/or students, public agencies, etc.) for the purpose of providing information, facilitating communication among departments and/or providing direction as may be required.
- Schedules a variety of activities (e.g. meetings, travel arrangements, staff coverage, facilities usage, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

### **Other Functions**

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-Employment Proficiency Test

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Not Evaluated

**Approval Date**

**Salary Grade**

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