



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATIVE ASSISTANT I

### DEFINITION:

Under direct supervision, this position provides of clerical duties to support department operations. This is the first level within the Administrative Assistant classification that provides clerical and basic administrative support within an assigned department and does not require previous specialized experience.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position in this classification may not include all tasks listed below. Responsibilities may differ, depending upon the department to which assigned but should include:

- File, prepare records, monthly reports, vendor requisitions, making travel arrangements, and maintaining and ordering office supplies. Organize and maintain various department files; purge as necessary.
- Schedule and coordinate meetings, events and department activities which includes venue selection, catering procurement, and attendance tracking. Some require follow up: certificate of attendance generation, billing attendees, collecting fees, creating vendor requisitions for goods and services needed.
- Type, format, and proofread a wide variety of written correspondence (letters, reports, memoranda); type from rough draft, verbal instructions; edit drafts and check for punctuation, spelling, and grammar; make or suggest corrections to drafts.
- Take phone calls, greet visitors, and process department mail.
- Enter and track information into appropriate computer programs. Verify and review forms and reports for completeness and accuracy. Ensure compliance with department protocols.
- Respond to requests for information and triage complaints to the appropriate individual. Assist in interpreting and applying regulations, policies, procedures, systems, and rules in response to inquiries.
- Attend meetings and take minutes.
- Create flyers, invitations, reports, and other assorted documents.
- Maintain department staff calendars.
- Serve as reception back up when needed.
- Perform other related duties as assigned.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by training in secretarial skills or relevant computer software applications programs.
- Two (2) years of varied, progressive clerical support experience preferably involving customer service and public contact.

### KNOWLEDGE OF:

- Business letter writing (letters, reports and miscellaneous correspondence) and the standard format for reports and correspondence keeping within department specific protocols.
- Modern office administrative and secretarial practices and procedures related to the department assigned.
- Computer applications related to the work, including word processing, database and spreadsheet software (Microsoft Office products).



Tehama County Department of Education  
Job Description  
Administrative Assistant I

Official: ND  
Effective: 02/07/17

- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Correct English usage, grammar, spelling, vocabulary, and punctuation.
- Business arithmetic and basic statistical techniques.
- Principles and practices of data collection and report preparation.

ABILITY TO:

- Maintain confidentiality.
- Perform responsible administrative and secretarial support work with accuracy, efficiency, and minimal supervision. Provide varied, responsible secretarial and office administrative work requiring the use of tact and discretion.
- Learn and understand the organization and operation of the Tehama County Department of Education and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands as necessary for assigned responsibilities.
- Maintain confidentiality.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Typing at a level necessary for expected job performance.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: February 7, 2017 Revised: \_\_\_\_\_

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: *Noelle DeBortoli*

Date: 2/7/17