



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATIVE ASSISTANT IV

DEFINITION:

Under general supervision of the Assistant Superintendent, Administrative Services, this position provides varied office and complex administrative, secretarial, and clerical support. This is the highest level within the administrative assistant series that provides a variety of specialized and complex administrative, secretarial, and clerical work for a specific department or program, including coordinating assigned programs and projects and other administrative, budgetary, database, and support work.

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:

- Perform complex administrative management of sensitive and confidential issues; schedules and coordinates meetings and calendars of high level decision makers.
- Perform a wide variety of specific and high level clerical duties to support departmental operations; including filing, preparing records, monthly reports, vendor requisitions, accounts receivable, and ordering and maintaining office and other related supplies.
- Organize and maintain various administrative, confidential, reference imaging and follow-up files; purge files as needed.
- Type, format, and proofread a wide variety of reports, letters, and memoranda; type from rough drafts, written pages, or verbal instructions; check drafts for punctuation, spelling and grammar; make or suggest corrections to drafts.
- Gather, assemble, update and distribute a variety of department specific information, forms, records and data.
- Collect, track and tabulate standard expenditure and/or statistical data; may summarize such information and prepare periodic reports.
- Verify and review forms and reports for completeness and conformance with established regulations and procedures; apply departmental and program policies and procedures in determining completeness of application, reports, records and files.
- Enter and track information into appropriate computer programs. Verify and review forms and reports for completeness and accuracy. Ensure compliance with department protocols.
- 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.
- May oversee and monitor the work and duties of other support staff.
- Serve as backup to receptionist as requested.
- Perform other duties as assigned.
- Drive occasionally for department business (may be required or optional depending on the department).

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in secretarial skills or relevant computer software applications programs.
- Seven (7) years of varied, progressive clerical support experience preferably involving some public contact. Can substitute two (2) years of work experience at the Administrative Assistant III level at TCDE or three (3) years of work experience at Administrative Assistant II level at TCDE. Combination of different Administrative Assistant levels at TCDE will be considered on a case-by-case basis.
- A varied combination of applicable post-secondary education coursework and experience will be considered on a case by case basis.



Tehama County Department of Education
Job Description
Administrative Assistant IV

Official: 
Effective: 06/08/18

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.).
- 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.
- 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, with little supervision. Provide varied, responsible secretarial and office administrative work requiring the use of tact and discretion.
- 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.
- 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 vision, 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: June 8, 2018 Revised: _____

APPROVED

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

Signature: 

Date: 6/8/18