

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT III

DEFINITION: Performs a variety of highly responsible secretarial tasks for the Assistant Principal, Administrative Coordinator or Director.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Act as a secretary and receptionist.
- Maintain files of confidential records.
- Share responsibility for monitoring the copier, and as needed, supervise students assigned to operate office equipment.
- Assist in providing first aid for students as needed.
- Prepare work orders.
- Assist in preparing booklets, bulletins, and newsletters.
- Shares responsibility for distribution of U.S. Mail and interoffice mail.

ESSENTIAL FUNCTIONS, *unique but not limited to:*

High School and Athletic Department:

- Perform highly responsible secretarial tasks and provide support to the Assistant Principal and Athletic Director.
- Perform duties of School Registrar.
- Prepare daily bulletin for school-wide distribution.
- Order, issue and maintain inventory of school keys.
- Maintain field trip file.
- Issue and maintain log of permanent and temporary parking permits.
- Prepare and furnish appropriate information regarding students who transfer to other schools, colleges or universities including transcripts and other personal information.
- Make request of records for transfer students.
- Maintain transcripts and competency test results.
- Prepare honor roll and update grade changes.
- Calculate overall grade point averages, including summer school and college classes taken for high school credit; coordinated with Guidance Counselors.
- Responsible for information regarding all sporting events, coordinating game schedules and changes with athletic director, coaches, umpires and referees.
- Compile and maintain sports eligibility lists, calculate participant grade point averages for coaches and school personnel.
- Assist in preparation for high school graduation.
- Compile diploma lists and other graduation/promotion information.
- Maintain school activity calendar and file for all school facility requests

POSITION TITLE: ADMINISTRATIVE ASSISTANT III, *Continued*

Special Education Department:

- Act as secretary to Special Education Coordinator.
- Monitor procedures to assure compliance with legal requirements.
- Prepare and maintain confidential assessment reports.
- Take minutes at Special Ed meetings.
- Schedule parent conferences for psychologists.
- Maintain test material library.
- Check out files and materials as needed.

REQUIREMENTS:

- Type at a speed of 50 words per minute from ordinary manuscript, rough draft, printed or typewritten material.
- Ability to use the computer and other office equipment.
- Efficient use of computer programs.

QUALIFICATIONS:

Knowledge of:

- Modern office methods, practices, and procedures; receptionist and telephone techniques.
- Proper English usage, spelling, grammar and punctuation; techniques of letter and report writing.

Ability to:

- Work with minimum supervision; organize and prioritize work effectively.
- Type from oral direction, rough draft, copy or notes from a variety of routine and complex materials including correspondence, tests, reports, memoranda, lists and documents.
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology to relieve an administrator or manager of certain administrative details.
- Compose letters independently or from oral instruction.
- Make mathematical calculations quickly and accurately.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness.
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations.
- Must be able to work well independently and as part of a team.

POSITION TITLE: ADMINISTRATIVE ASSISTANT III, *Continued*

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein.
- Completion of the twelfth grade.
- Supplemental coursework or degree in business, secretarial science or a related business field is desirable.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license is desirable.
- Valid CPR/First Aid Certification is desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.