

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV

DEFINITION: Under the direction of the Principal, will provide highly responsible, technical, and complex secretarial support to the Principal and or Assistant Principal with a minimum of supervision. Assists in coordinating the secretarial and clerical services of the school; and disseminates information to staff, parents, students and the community.

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

- Type and proofread a wide variety of reports, letters, memos and statistical charts; type from rough draft, verbal instructions or transcribing machine recordings; compose correspondence related to responsibilities assigned
- Keep the Principal's calendar; scheduling meetings and appointments
- Receive and appropriately respond to telephone calls, requests for information, and complaints
- Use appropriate judgment when necessary to refer inquiries and complaints to appropriate staff
- Maintain site records for each faculty and staff member
- Assist certificated substitute staff reporting to work
- Work in conjunction with principal in preparing all phases of promotion or graduation ceremonies where applicable
- Assists at promotion or graduation ceremonies
- Prepare all purchase orders, expense vouchers, work orders and office supply orders
- Analyze and disseminate budget information related to site or department in comparison with the district financial activity printout, collect, count, and deposit all monies received from fees, supplies and book sales
- Compose and type publicity for newspapers, radio and television
- Assist in training and monitoring of work done by clerical support staff
- Share responsibility for monitoring the copier and training operators (including staff and students)
- Share responsibility for distribution of mail.
- Prepare school and classroom supply orders
- Inventory supplies upon arrival
- Other duties as assigned

ESSENTIAL FUNCTIONS, unique but not limited to:

Adult School:

- Process transcripts as necessary
- Prepare camera ready layout of course bulletin and distribute the fall, winter, spring, and summer course offerings to the community
- Order and sell textbooks at the beginning of each instructional quarter
- Responsible for applying and renewing credentials for all teachers in Adult School in accordance with the Human Resource Department

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV, Continued

High School/Middle School:

- Prepare monthly payroll information for the District Office
- Maintain equipment inventory by serial number and location
- Maintain School Based Coordinated Plan as appropriate to site
- Supervise student office assistants
- Order, distribute and maintain inventory of school keys
- Assumes duties of Registrar in absence of Registrar
- Responsible for preparation and distribution of the principal's newsletter
- Respond to emergencies, minor injuries and ailments of students

REQUIREMENTS:

- Type at a net speed of 55 words per minute
- Ability to use a 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
- 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

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

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV, Continued

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
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand.
- 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