



Senior Administrative Assistant

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
347	Non-Exempt	6 - Administrative Support	AFSCME or Unrepresented.	3	Rev 4-10	1029	1 of 2

DEFINITION: Under general supervision, coordinates complex administrative and clerical functions and activities for an assigned work-unit or department, as well as a wide variety of responsible office support and clerical duties.

REPORTS TO: An assigned department Director, Manager, or Administrator; or designee.

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

- Serves as the primary administrative support person to a work-unit or department by performing a wide variety of confidential office clerical and administrative functions.
- Maintains lead responsibility for major administrative and clerical functions, and projects of limited scope.
- Screens calls, greets visitors, and provides information in response to inquiries from the public and District staff; and refers to other District staff where appropriate.
- Uses standard office software to process letters, reports, memoranda and other documents, including contracts, proposals, technical documents, statistical reports, presentations, special forms, and charts. Applies proper business English grammar, syntax, and spelling; and proofreads for accuracy, format, correct form, and content.
- Responds to inquiries from District personnel across departments, as instructed; conducts research of files and records; and provides data and information on request to authorized personnel.
- Initiates, maintains, monitors, and audits work unit or department files and logs, including timekeeping, payroll, and other confidential employee records and related documents.
- Responds to inquiries from District personnel in all departments, as required.
- Maintains appointment schedules and calendars for unit or department staff.
- Independently responds to letters and general correspondence.
- Assist in preparing policies, procedures, operating manuals, written material, budgets, forms, charts and/or other documents.
- Orders supplies, equipment, and services; and performs accounting functions related to accounts, such as payables and receivables. Provides analysis and input to the assigned supervisor(s) regarding department or work-unit expenditures, and participates in the administration of the budget.
- May take and prepare meeting minutes; follows up on deadlines; and performs other monitoring functions to ensure timely completion of work.
- May exercise functional supervision over assigned subordinate clerical/administrative personnel, and may be assigned to perform the duties of equal level or subordinate clerical personnel when such personnel are absent; on a temporary basis.
- Performs other routine clerical functions, such as filing, and distributing mail.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Proper business English usage, spelling, grammar, syntax, and punctuation; personal computers and standard office software or word processing, spreadsheets, databases, and presentation at the intermediate level of proficiency; modern office methods, practices, procedures and equipment; business letter writing; basic record keeping principles and procedures; and basic business mathematics and statistics.

Ability To: Perform assigned office support duties with speed and accuracy; understand and explain work unit or department policies and procedures; maintain records and files; research and compile data and information and apply analytical skills; prepare reports and presentations; maintain confidentiality; communicate effectively both orally and in writing in an office environment; quickly learn and effectively use new computer hardware and software programs as adopted by the District; provide work direction and supervision to assigned lower level clerical personnel; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service

Education/Training: Equivalent to completion of the 12th grade, supplemented by course work or training in modern office practices and computer software programs.

Experience: Equivalent to at least five (5) years of responsible office support and clerical experience. Depending on the specific assignment, may be required to type accurately on a keyboard at the rate of 50 net words per minute.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment; and occasionally lift objects weighing 25 lbs or less.

License/Certification: None required.

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