CLASS TITLE: ADMINISTRATIVE ASSISTANT I

BASIC FUNCTION:
Under the direction of an assigned manager(s), perform a variety of complex and responsible administrative support duties to assist manager(s); assist with administrative matters requiring knowledge of departmental policies and procedures, related VCOE rules and regulations, federal guidelines, and related codes and laws; organize and coordinate office activities and communications.

REPRESENTATIVE DUTIES:
Organize the day-to-day activities of the assigned manager to assure smooth, efficient, and effective office operations; organize office activities and communications; perform secretarial duties to assist the assigned manager with details; E

Attend a variety of regular and special meetings; type agendas, minutes, and other details for meetings; transcribe minutes and distribute to appropriate personnel; and post to website when appropriate; E

Perform responsible administrative support duties requiring general knowledge of the assigned area of administration; perform duties with initiative and judgement to attend to issues in the absence of the assigned manager as authorized; E

Organize, and assist with a variety of administrative details; compile information and data for reports and assist in the preparation of statistical and narrative reports; perform research and conduct special projects and assignments related to departmental programs, develop and maintain projects requiring initiative and independent judgment; E

Greet visitors and answer telephones with courtesy and tact; provide information and answer questions regarding VCOE and department programs, policies, procedures and regulations; gather data and information and reply to various requests, inquiries and surveys; organize and maintain filing and record-keeping systems; sort and route mail and correspondence for the manager's personal reply or signature; E

Compose, prepare and distribute correspondence and memoranda, inter-office communications, forms, flyers, handbooks, brochures and other materials as instructed orally and/or in writing; utilize appropriate format and presentation; maintain a variety of complex files and records; maintain departmental or site web pages as assigned; E

Schedule, arrange and confirm appointments and meetings and maintain departmental calendar(s); schedule travel reservations and accommodations; reserve facilities and coordinate catering for workshops hosted by all programs within the assigned department; E

Support communications and activities with other VCOE departments and personnel, educational
institutions, State and Federal agencies, vendors, outside organizations and the public; communicate policies and procedures with faculty, administration and staff; evaluate documents for completeness and accuracy; E

Provide input concerning employee interviews as requested; E

Contribute to efficient office workflow that assures the proper and timely completion of work; assure work is completed in accordance to established standards and procedures; E

Requisition office supplies and materials to assure adequate inventory; E

Log office and organize supplies and materials to assure adequate inventory; E

Review and check documents to verify accuracy, completeness and conformance to applicable guidelines, rules and regulations; prepare documents for signatures and proper authorization; E

Assist with the registration and collection of funds for VCOE, parent and agency participants in various meetings, workshops, and other activities; E

Operate current technology resources; utilize word processing, spreadsheets, database, graphics, and other applicable software applications and devices; drive an automobile to various sites to conduct work as required; E and

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Administrative Assistant methods and responsibilities;
Research methods and report writing techniques;
Modern administrative office practices, procedures and equipment;
Organization, policies and procedures of VCOE and the assigned area of administration;
Policies and objectives of assigned programs and activities;
Automated equipment and operating procedures of applicable software;
English composition, including correct usage, grammar, spelling, punctuation and vocabulary;
Compile information and data for financial decisions of assigned manager(s);
Oral and written communication skills;
Work efficiently and accurately with frequent interruptions;
Interpersonal skills using tact, patience and courtesy;
Customer service techniques;
Telephone techniques and etiquette; and
Record-keeping techniques.

ABILITY TO:
Perform a variety of secretarial and administrative support duties to assist the assigned manager with administrative details;
Work confidentially with discretion, and maintain confidential information;
Work efficiently and accurately with frequent interruptions;  
Meet schedules and time lines;  
Apply, interpret, and explain the operations, policies and procedures of the assigned department;  
Prepare and maintain administrative records and files;  
Perform research, compile data and prepare reports;  
Plan and organize work;  
Compose correspondence and written materials;  
Operate a computer terminal to enter data, maintain records and generate reports;  
Type at 50 words net per minute from clear copy;  
Establish and maintain cooperative and effective working relationships with others;  
Analyze situations accurately and adopt an effective course of action;  
Prepare and maintain a variety of records including statistical and financial data.

EDUCATION AND EXPERIENCE:  
Any combination equivalent to: graduation from high school and three years of increasingly responsible secretarial experience, including experience in administrative office operating current technology resources.

LICENSES AND OTHER REQUIREMENTS:  
Some positions in this classification may require a valid California driver's license. Some positions in this classification may require the ability to speak, read, and write a designated second language.

WORKING CONDITIONS:  
ENVIRONMENT:  
Is subject to inside environmental conditions; a standard office environment with frequent distractions and interruptions; and occasional interactions with members of the public.

PHYSICAL ABILITIES:  
Requires vision (which may be corrected) to read small print;  
Perform work that is primarily sedentary;  
May be required to work at a video display terminal for prolonged periods;  
May be required to work evenings or weekends;  
Requires dexterity of hands and fingers to operate a computer and standard office equipment;  
Sitting or standing for extended periods of time;  
Reaching above the shoulders and horizontally to retrieve files and supplies;  
Lifting objects weighing up to 30 pounds; and  
Listening and speaking to exchange information, e.g. by electronic device, telephone or in person.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.