

**CHICO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE SPECIALIST**

DEFINITION

Under general supervision of District administrators, this position performs a wide variety of highly responsible and complex clerical and secretarial work such as keeping records, preparing/typing reports, and answering correspondence and questions from both the public and school district personnel.

SUPERVISION EXERCISED

May exercise functional and technical supervision over lower-level clerical staff and student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Act as information resource to the public and school personnel.
- Work with confidential data and ensure compliance with District, state, and federal regulations and procedures.
- Gather, compile, organize, distribute, file, and maintain information.
- Prepare and type reports and records and create correspondence.
- Enter and maintain extensive data into computers.
- Type from oral directions, rough draft, copy, or notes and give clerical assistance to District administrators.
- Schedule meetings, arrange locations, times, and maintain calendar of appointments with school administrators, staff, and the public.
- Prepare and distribute meeting agendas and attend, take, and distribute meeting minutes.
- Maintain department budget records.
- Open and screen incoming mail.
- Take, give, and refer messages from and to the public in person, by telephone, and in written form.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Modern office practices, methods and computer equipment;
- Principles and procedures of record keeping;
- Principles and practices of data collection and report preparation;
- Principles of business letter writing;
- Techniques used in public relations;
- Basic accounting and bookkeeping procedures;
- Computer programs including word processing, spreadsheet, database application, desk-top publishing, graphics, e-mail, internet use and others;
- Alphabetical, numerical and subject matter filing systems;
- Basic usage, spelling, vocabulary, grammar and punctuation.

Skill to:

- Operate modern office equipment;
- Type or operate a keyboard at a level proficient for successful job performance;
- Create documents, databases, spreadsheets, and reports.

Ability to:

- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions;
- Perform responsible and difficult specialized clerical work involving the use of independent judgment and

personal initiative;

- Interact effectively and sensitively with individuals from diverse backgrounds;
- Respond to requests and inquiries for information regarding District policies and procedures;
- Collect and tabulate information and data;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Work effectively and efficiently under pressure with constant interruptions;
- Plan and organize work to meet schedules and deadlines;
- Independently compose correspondence and memoranda;
- Work independently in the absence of supervision;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of responsible secretarial and clerical support experience which included decision making responsibilities and exercising of independent judgment.
- Experience in a school district is desirable.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training in office practices or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

- Please refer to the Job Analysis.