**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.
Chico Unified School District
Administrative Specialist, cont’d

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 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 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:
- Please refer to the Job Analysis.