

Colusa Unified School District
Job Description

POSITION TITLE: Administrative Assistant

PURPOSE OF POSITION:

Acts as secretary to the administrator(s) of the school site and assists with administrative details by performing a wide variety of clerical, financial, and accounting work. Provides a professional atmosphere in the office at all times.

JOB REQUIREMENTS:

High School diploma or equivalent; two years of general clerical preferred. Computer literacy/keyboarding, office equipment and general office procedures, First Aid certificate (obtained within 3 months) and valid California Driver's License required.

Utilize appropriate grammar, spelling and punctuation; make mathematical calculations correctly; compile and maintain accurate records and reports; understand and carry out oral and written instructions; meet the public courteously and tactfully; answer questions over the phone; maintain composure while performing a variety of tasks or duties. Promote good working relationships with students, staff and parents while preserving the privacy of confidential matters, which may occur within the scope of assigned duties.

ESSENTIAL JOB FUNCTIONS:

Duties may vary from site to site based upon program and personnel needs as determined by the principal. General duties may include, but are not limited to the following: directs the work of others assigned to the school site office; types from oral dictation, written drafts, such as memos, letters or correspondence as requested; provides basic first aid; prepares registration or transfer forms; oversees records of student attendance and necessary reports; maintains daily time records of all personnel for payroll; provides district reports as required; serves as receptionist for school; maintains files and cum folders; processes purchase orders and tracks expenditures; receipts and deposits student body monies; develops knowledge of district and school procedures, rules, and practices; knowledge of daily school routines and events; performs other such clerical duties as SARB truancy referrals, Student Study Team Minutes; maintains and operates office equipment; maintains inventories; assists staff. Performs other such related duties as assigned.

Class: VI

CSEA ratification date: 9/13/99

CUSD ratification date: 12/18/01