



July 2023
FLSA: Non-Exempt
Grade: 27
Salary Range: \$45,902 - \$60,404

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a wide variety of complex and technical secretarial and clerical office, accounting, and administrative support duties for District staff including data entry, filing, document archiving, document preparation, recordkeeping, researching, compiling, and organizing information from various sources; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing complex technical, secretarial, clerical, accounting, and administrative duties in support of all District departments. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Serves as clerical and administrative support for multiple departments utilizing word processing, database, presentation, and/or desktop publishing and spreadsheet software applications; serves as a back-up to a variety of departmental support positions.
- Assists in preparing procedures, operating manuals, written material, forms, charts and/or other documents for internal and external distribution.
- Acts as information source to inquiries not requiring a supervisor's attention and otherwise assists in representing TTD by telephone and in person.
- Types letters, reports, memorandums, and other documents relating to the agency which may include contracts, proposals, technical documents, statistical and/or special forms, and charts.
- Composes routine correspondence; types from rough drafts, verbal instructions, or transcription recordings; proofreads for accuracy, correct form, content, and proper English usage.
- Maintains and monitors records and files; follows up on due dates; performs other monitoring functions to ensure timely completion of work.
- Opens, time stamps, and distributes mail to all departments, processes outgoing mail.
- Accurately prepares and enters purchase orders into the accounting software system, ensuring items are coded correctly, account numbers are correct, and taxability is identified.

- Assists with payroll, accounts payable, and accounts receivable processes, including mailing and distributing checks and electronically and physically filing check run backups.
- Assists with database projects, performs data entry, scans and maintains copies and files.
- Provides assistance in preparing Board packets and agendas and in administering the District's records retention policies and procedures, including maintaining confidential personnel files.
- Maintains physical and electronic filing and records systems and logs; scans and copies documents and files; ensures accuracy of files and records; updates information as needed; keeps reference materials up to date as assigned.
- Assists with preparing supply orders; receives, organizes, and maintains inventory of office materials and supplies as assigned.
- Assists with arrangements for meetings and special functions, coordinates travel arrangements for staff.
- Assists with updates to District intranet and website.
- Travel between District sites as required.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Office support functions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Graphics and web content software.
- Methods and techniques of proper phone etiquette.
- Mathematics is necessary to perform functions accurately and efficiently.
- Business letter writing and the standard format for typed materials.
- Methods and techniques for basic report preparation and writing.
- Principles and procedures of record keeping and filing.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computer applications such as word processing, spreadsheet, and database applications relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform a variety of secretarial duties and activities of a general and specialized nature with speed and accuracy.
- Understand the agency, operation, and services of TTD as necessary to assume assigned responsibilities.
- Maintain confidentiality of financial and personnel information.
- Compile information and maintain records.

- Exercise good judgment in maintaining information, records, and reports.
- Read, understand, and review documents for accuracy and relevant information.
- Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Compose correspondence or documents.
- Meet critical deadlines.
- Demonstrate effective listening skills and attention to detail.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed,
- Follow policies without constant supervision.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade. Specialized secretarial, general office, and clerical training is highly desirable.

Experience:

- Three (3) years of secretarial, clerical, and/or administrative support experience.

Licenses and Certifications:

- Possession of a valid California or Nevada Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff or individuals with mental illness or under the influence of drugs and alcohol, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.