



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 5073  
Date Adopted: July 1, 2008  
Date Revised: May 4, 2016**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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### **Administrative Assistant III**

#### **GENERAL PURPOSE**

Under general supervision, performs a wide variety of difficult and responsible clerical, office, and administrative support duties; types technical documents and reports; creates and maintains specialized reports, records, and files required in connection with department or office work processes; makes and coordinates arrangements for multiple large-scale events, trainings, seminars, and conferences; interacts with OCDE administrators, staff, faculty, and parents on technical matters; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

Administrative Assistant III's are responsible for independently performing a wide variety of difficult and responsible secretarial, clerical, and office support functions requiring detailed knowledge of OCDE and division rules, policies, and procedures. Incumbents provide administrative support for multiple staff and use advanced word processing, spreadsheet, and graphics skills in the development of technical documents and presentation materials. Assigned work requires the use of initiative and judgment in selecting appropriate work methods and the ability to handle routine to non-routine questions, complaints, and problems based on knowledge gained through experience.

Administrative Assistant III is distinguished from Senior Administrative Assistant in that incumbents in the latter class coordinate and assist in administering technical administrative activities for an assigned program of significant scope and difficulty. Incumbents carry out a wide variety of difficult and responsible secretarial, administrative, and technical procedural duties required for the administration of their assigned program.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Utilizes specialized software and database programs as required by department functions to access, update, track, and maintain a variety of specialized records and information; reviews, compiles, tracks, and checks data and information from a variety of sources, identifies discrepancies and either resolves or provides proper notification; researches, develops, maintains, and updates specialized and custom forms, logs, files, schedules, databases, spreadsheets, lists, records, and reports to support technical work processes in areas of assigned responsibility; designs, develops, and maintains spreadsheets requiring data interpretation and manipulation.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

2. Collects, organizes, compiles, interprets, and/or reviews detailed, technical, and/or high-priority data and information from a variety of reports, surveys, logs, lists, and other materials submitted by school sites, consultants, vendors, and/or OCDE departments; reviews, compares, and reconciles assigned data and information for accuracy, completeness, and compliance with OCDE and state requirements; upon review and verification, processes and/or distributes to appropriate parties.
3. Performs administrative support duties for assigned staff members; drafts, types, completes, submits, and/or distributes memoranda, correspondence, consultant agreements, contracts, flyers, lists, manuals, agendas, logs, calendars, applications, reports, forms, and other documents; proofreads, checks, and verifies materials' accuracy, completeness, and compliance with OCDE standards, policies, and procedures, as well as legal requirements; ensures materials, reports, and documents for signature are accurate and complete; distributes or submits pertinent documentation to appropriate sources.
4. Performs event/logistical planning; coordinates and makes arrangements for a variety of large-scale workshops, meetings, trainings, conferences, and special events at OCDE and off site; secures event locations; arranges room and equipment setup/cleanup and catering/refreshments; designs and prepares agenda, name badges, and certificates of completion; orders and assembles conference materials, handouts, binders, or packets; creates registration database; greets participants; answers questions or inquiries from event participants regarding registration, event location, and payments; collects and compiles participant survey data from evaluation forms.
5. Coordinates and sets up video conferences and meetings.
6. Establishes and maintains detailed calendars and timelines of workshops, training programs, and related activities, due dates, and schedules.
7. Develops complex presentation materials (i.e. PowerPoint, use of media etc.) from drafts or oral instructions
8. Types and processes travel requests, mileage forms, print requests, purchase requisitions, purchase orders, invoices, payment requests, time sheets, contract request forms, and other documents; makes training and travel arrangements; maintains an inventory of office supplies; requests facilities and equipment repairs.
9. Tracks program budgets and maintains records on project expenditures; identifies and reports discrepancies; invoices program participants and deposits payments; reconciles purchase orders and invoices.
10. Coordinates grant application processes and maintains grant databases.
11. Receives and responds to telephone calls and e-mail correspondence; greets and directs visitors; handles inquiries and complaints, and/or provides detailed, technical information regarding OCDE and department/program policies and procedures to school administrators, parents, consultants, vendors, other OCDE departments and staff, and/or the public; refers questions or complaints to appropriate staff member or department, as necessary.
12. Acts as department/program liaison between the department, program coordinator, and school districts; initiates contact with and makes requests of other department/program staff, school staff, parents, vendors, and others to provide/obtain information and/or coordinate assigned services or activities in compliance with OCDE policies, procedures, and standards.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

13. Maintains assigned manager, staff, and/or program/departmental calendars; coordinates, schedules, arranges, and confirms meetings; screens appointment requests; makes and confirms conference and travel arrangements.
14. Organizes, maintains, and updates confidential, specialized, and technical files, documents, and records; creates, maintains, and updates filing systems.

### **OTHER DUTIES**

1. May provide administrative and secretarial support to designated committees or advisory councils; prepares, drafts, compiles, copies, and distributes related notices, reports, agendas, and other materials; makes meeting arrangements; as assigned, attends meetings and takes, transcribes, and distributes minutes.
2. Updates applicable content on websites.
3. Attends a variety of meetings, training sessions, conferences, committees, workshops, and seminars at OCDE and off site.
4. May coordinate CPR staff training and maintain inventory of first aid and medical supplies at school sites.
5. Conducts special projects as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Office administrative and procedures, including recordkeeping practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
3. OCDE organization, rules, policies, procedures, and operating practices related to areas of responsibility.
4. Terminology, work processes, and local, state, and federal requirements applicable to areas of assigned responsibility.
5. Advanced uses of word processing, spreadsheet, database, graphics, and other software to create documents and materials requiring the interpretation and manipulation of data.
6. Basic research techniques, methods, and procedures.
7. OCDE administrative policies, procedures and approval processes applicable to payroll and timekeeping, budget, fiscal, purchasing, travel, and training, contracts, maintenance of public records, and other administrative processes.

#### **Ability to:**

1. Operate a computer, word processing, and spreadsheet software and other standard office equipment.
2. Manage multiple and rapidly changing priorities to meet the needs and expectations of management.

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**Ability to: (cont.)**

3. Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
4. Interpret, apply, explain, and reach sound decisions in accordance with regulations, policies, and procedures.
5. Organize, research, and maintain complete and extensive office files.
6. Compose correspondence, prepare documents, and make arrangements from brief instructions.
7. Communicate clearly and effectively, orally and in writing.
8. Understand and follow written and oral instructions.
9. Prepare clear, accurate, and concise records and reports.
10. Maintain highly sensitive and confidential information.
11. Type accurately at 50 WPM.
12. Deal with sensitive and difficult situations.
13. Establish and maintain highly effective working relationships with management, administrators, staff, teachers, parents, students, community organizations, the public, vendors, and others encountered in the course of work.
14. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or high school equivalency test, and at least three years of office administrative or secretarial experience; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

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### **Mental Demands**

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under

intensive deadlines with frequent interruptions; and interact with management, administrators, staff, teachers, parents, students, community organizations, the public, vendors, and others encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions and the noise level is usually quiet.