



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

**Class Code: 5081  
Date Adopted: July 1, 2008  
Date Revised: May 4, 2016**

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

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### **School Administrative Assistant III**

#### **GENERAL PURPOSE**

Under general supervision, independently performs a wide variety of difficult and highly responsible clerical and operational support activities in a school office, including preparation and maintenance of student records, reports, and forms; maintains logs and documentation; provides administrative support to a principal and site staff and organizes and coordinates school office work flow; regularly interacts with parents, faculty, students, school administrators, outside agencies, and the public at an OCDE school on a wide variety of issues; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

School Administrative Assistant IIIs are responsible for performing a wide variety of difficult and highly responsible clerical and office support functions in a busy school office environment. Incumbents provide administrative support to a principal or site liaison and school site staff and coordinate and organize school office work flow. Incumbents are expected to carry out assigned duties with a detailed knowledge of applicable OCDE policies and procedures, significant attention to detail, independence in absence of a principal or site liaison, and accountability for results. Incumbents serve as liaison with sites, other OCDE departments, and other agencies. Work requires a significant degree of interaction with parents and students.

School Administrative Assistant III is distinguished from School Administrative Assistant II in that incumbents in the former class typically provide administrative support to a principal and staff or the equivalent and coordinate and organize school office work flow, in addition to performing the full range of school office administrative duties.

#### **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. Regularly interacts with parents, faculty, students, school administrators and staff, OCDE officials, outside agency representatives, volunteers, vendors, and the public; answers, screens, and routes telephone calls; takes and distributes messages; greets and directs visitors to the appropriate school staff member; responds to requests for routine information, questions, and complaints and refers to appropriate staff member or department those issues outside scope of knowledge or authority; provides registration packets or other written information, as requested; makes phone calls on behalf of faculty and administrators, including reminder calls and/or calls regarding student behavior/discipline to parents; contacts other departments as necessary to ensure students receive proper services; answers written inquiries for standard information.

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

2. Provides administrative support to a principal and site staff, or to a site liaison and group of teachers and para-educators at various site locations throughout the County; plans, coordinates, and organizes school office workflow; serves as liaison between sites and other agencies.
3. Gathers information for, prepares, types, formats, revises, completes, prints, and/or distributes a variety of school and student-related forms, lists, reports, slips, logs, handbooks, newsletters, announcements, correspondence, memoranda, calendars, schedules, rosters, programs, weekly and other bulletins, requests, and other documents; types from rough notes, drafts, and brief oral instructions; composes routine correspondence; enters and revises data in databases and generates reports; collects and compiles information for and completes standard federal, state, local, and/or OCDE forms, reports, and records, as assigned.
4. In compliance with established procedures, performs clerical duties related to student attendance, enrollment, discipline, and/or other assigned matters, including one or more of the following: assists in registering and enrolling new students; assists parents in completing enrollment forms; updates phone numbers and addresses on registration/emergency cards; assembles and/or participates in assembling and distributing enrollment and registration packets; processes requests for student transcripts.
5. Opens, screens, sorts, processes, and/or distributes incoming mail and other materials; sends and receives faxes; prepares regular and bulk mailings; copies, sorts, and collates various documents and materials, including large duplication orders for teachers; may maintain photocopy tally records for teachers; may distribute and post flyers; may perform routine scheduling duties.
6. Orders and maintains inventory of office and classroom supplies and materials; enters data and submits work orders for school equipment and facility repairs and follow-ups with OCDE departments to ensure timely and appropriate response; ensures cleanliness and organization of school work rooms; performs routine maintenance and repairs to standard school office equipment, including copiers, printers and/or laminators; requests vendor service, as necessary for maintenance and repairs; takes equipment meter readings.
7. Processes time sheets for teachers and substitutes; prepares teacher overtime sheets; prepares and sends documents to Payroll; schedules teacher substitutes as requested by principal.
8. Establishes and maintains a variety of filing systems pertaining to students, operations, and administrative activities.
9. Maintains and tracks purchase orders, invoices, and expenses; initiates contracts for services; monitors budget accounts; records running balances for designated budget categories.
10. Reconciles and records staff attendance and timekeeping information and submits to Payroll; prepares and submits timesheets; posts absences; processes, coordinates, and monitors staff travel; maintains confidential personnel and payroll records.

## **OTHER DUTIES**

1. Fills textbook requests by pulling from storage or ordering; orders and distributes student practice books; processes new adoptions by inventorying, stamping, sorting, and distributing all materials; replaces damaged/lost books.
2. May coordinate meetings, trainings, and luncheons; schedules rooms, orders food; sets up and cleans up; may coordinate school functions such as graduation ceremonies, prom, and staff planning retreats; may assist in coordinating fundraisers for student scholarships.

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### **OTHER DUTIES (cont.)**

3. May provide clerical assistance to teachers for field trips, including making field trip reservations, submitting and following-up on transportation requests and completing buy-outs and other related paperwork.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Office administration practices and procedures, particularly as they apply to a school office.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
3. OCDE organization, functions, rules, policies, and procedures applicable to school office operations.
4. Uses and operations of a computer and standard business software including word processing and spreadsheets.
5. Records management, recordkeeping, filing and basic purchasing practices and procedures.
6. Various cultures and traditions of students served by school.
7. Customer service practices, including telephone techniques and etiquette.

#### **Ability to:**

1. Organize, set priorities, and exercise sound judgment within areas of responsibility.
2. Operate a computer using word processing, spreadsheet, and other business software.
3. Operate other standard office equipment.
4. Perform data entry with the speed and accuracy necessary to meet the requirements of the position.
5. Type accurately at 50 WPM.
6. Interpret, apply, and reach sound decisions in accordance with OCDE and school policies and procedures.
7. Understand and follow written and oral instructions.
8. Prepare clear, accurate, and concise records and standard correspondence.
9. Organize and maintain office and specialized files.
10. Communicate clearly and effectively, orally and in writing.
11. Deal with sensitive and difficult situations.
12. Establish and maintain effective working relationships with administrators, staff, students, parents, the public, and others encountered in the course of work.
13. 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 three years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience. Experience in a school office or similar environment is highly desirable.

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## **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 30 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.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines; and interact with administration, faculty, staff, parents, students, the public, 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. The employee works in a busy school office environment, and the noise level can be occasionally loud.