LOWELL JOINT SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT-
BUSINESS SERVICES/CLASSIFIED PERSONNEL

Confidential Salary Schedule
Range I

JOB SUMMARY:

Under general direction serves as confidential assistant to the Assistant Superintendent of Administrative Services and the District Superintendent of Schools, performing a full range of responsible technical and complex tasks of a confidential nature; works with minimal supervision using independent judgment, requiring knowledge of District programs, State federal laws and District regulations and requirements for business related issues; performs functions in the operation of the personnel program for classified employees; and performs related duties as assigned.

ESSENTIAL FUNCTIONS:

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 the class.

Business Services

- Organizes and schedules appointments, meetings, and conferences; maintains appointment calendar for the Assistant Superintendent of Administrative Services.
- Greets and screens callers, visitors, employees, administrators, parents, vendors and the public; provides information or directs parties to appropriate personnel; receives, opens, and screens incoming mail.
- Composes and types letters, bulletins, memos, forms, etc.; prepares Board agenda items; and maintains records and files.
- Maintains records for leases including lease insurance, rent, and agreements.
- Provides ancillary support to the programs and departments that the Assistant Superintendent of Administrative Services directly supervises.
- Prepares Board agenda items for Business Services and other departments that the Assistant Superintendent of Administrative Services directly supervises.
- Assists Assistant Superintendent of Administrative Services with preparation for confidential proceedings of collective bargaining negotiations; updates and distributes classified collective bargaining agreement.
- Creates and maintains presentation materials for Assistant Superintendent of Administrative Services to use in conjunction with business meetings, Board information, or community events.
- Compiles information pertaining to related administrative activities and prepares drafts of reports; develops procedures to expedite transmittal of information or to facilitate implementation of policies and programs.
- Maintains control files of matters in progress and expedites their completion; prepares reports by finding, assembling, and summarizing information and data.
- Records and processes incoming property and liability claims.
- Reviews and ensures certificates of insurance meet the contractual requirements.
- Updates and maintains Business Services page on District's website.
- Performs other related duties as assigned.

Classified Personnel

- Responds to inquiries from applicants, employees and the general public regarding classified employment and District policies and procedures and regulations.
- Performs functions in support of recruitment, selection, and processing of classified employees and classified substitutes.
- Composes correspondence, bulletins, memos, annual notifications, offers of employment and regret letters.
- Communicates with administrators to determine staffing needs and recruitment status; confirm assignments with school sites and departments throughout the school year; generate assignment changes as needed.

- Assists in drafting discipline documentation for managers, schedules discipline meetings and hearings.
- Administers CSEA collective bargaining unit agreement.
- Maintains Human Resources employee database (excluding health benefits and voluntary deductions).
- Prepares and updates job descriptions, salary schedules and work calendars, and conducts salary surveys.
- Prepares Board agenda items for classified personnel; compiles data and submit to administrators for collective bargaining activities; researches data and compiles reports and spreadsheets for multiple purposes throughout the school year; work with auditors as needed.
- Maintain employee personnel files.
- Maintains seniority data, layoff and reemployment lists for classified personnel.
- Communicates regularly with legal counsel regarding classified personnel issues.
- Screens and maintains classified substitute call list; Maintains substitute calling system.
- .Assists with the administration of Workers' Compensation claims.
- Tracks modified duty accommodations and employees who are on leave status; notifies employees of FMLA and all leave balances in coordination with payroll department.
- Coordinates and attends Good Faith Interactive Process meetings.
- Tracks and monitors TB results and sends notices regarding expiration.
- Maintains records of unemployment insurance claims, responds to inquiries from EDD, and represents the District at unemployment appeals hearings.
- Maintains and updates Classified Personnel page on District's website.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Office administration practices and procedures, including filing systems and telephone techniques and etiquette.
- Employment laws, State Education Code and fair employment laws and regulations; District policies and procedures regarding classified personnel and bargaining agreements.
- Record keeping and methods of collecting and organizing data and information.
- Principles of business letter and report writing including correct English usage, grammar, spelling, and proofreading.
- Workers' Compensation benefits and risk management practices.
- Oral and written communication skills.
- General knowledge of modern office equipment and computer programs.

Ability to:

- Pass a typing test at 55 words per minute; operate a computer using presentation, word processing, spreadsheet, and database software applications.
- Interpret, explain, and apply District policies, procedures, and collective bargaining contracts.
- Perform complex and responsible secretarial duties requiring confidentiality, independent judgment, and analysis.
- Communicate clearly and effectively, both orally and in writing, with administrators, employees, parents and the public.
- Work independently with minimal supervision, meeting schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.

Education/Training/Experience:

High school diploma or its equivalent to assure the ability to read and write English and to perform mathematical calculations at a level required for successful job performance PLUS a minimum of two (2) years of formal, related education beyond a high school diploma or other combination of training, education, and experience that demonstrates possession of the knowledge and abilities to perform the duties of the position. A combination of training and experience equivalent to five (5) years of progressively responsible clerical, administrative, secretarial, and/or technical experience, preferably in the field of public education/services (including classified personnel), which has provided the applicant with the required knowledge and abilities to successfully perform job duties. Ability to type 55 words per minute required and high-level computer skills preferred, including word processing, presentation, spreadsheet and database software applications.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees are required to constantly sit for periods of time. Talk or hear, in person and by telephone. Use hands and fingers to touch, handle, feel or operate standard office equipment, reaching with hands and arms. Employees are frequently required to stand and walk, bend and stoop and to grasp, lift and move records and documents.

Mental Demands:

Employees must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, students and parents.

Work Environment:

Employees work under typical office conditions, and the noise level is usually quiet or moderately quiet. The employee occasionally drives to District sites to provide administrative support for the department and District.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

Board Approved: January 27, 1992 (formerly Administrative Secretary/Business Services Certificated Personnel and Secretary Classified Personnel/Superintendent's Office); September 8, 2008 Administrative Secretary/Business Services/Classified Personnel); June 25, 2014

Revised: September 8, 2008; May 2014; September 2021
Reviewed: September 1993