

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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|------------------------|--|--------------------------|-------------------------------|
| TITLE: | Office Assistant, Legal Services/Safe Schools | CLASSIFICATION: | Classified Confidential |
| SERIES: | None | FLSA: | Exempt |
| JOB CLASS CODE: | 9726 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Legal Services/Safe Schools | SALARY: | Range 46 Salary Schedule F |
| REPORTS TO: | Director, Legal Services; Director Safe Schools | CABINET APPROVAL: | 03-14-17 |

BASIC FUNCTION:

Perform advanced-level secretarial duties in support of Legal Services and Safe Schools Offices requiring independent judgment and analysis; plan, organize, and coordinate operating procedures, communications, and administrative support functions to relieve administrator from routine clerical duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform advanced-level secretarial duties in support of Legal Services and Safe Schools Offices requiring independent judgment and analysis; plan, organize, and coordinate operating procedures, communications, and administrative support functions to relieve administrator from routine clerical duties. **E**

Work independently on assigned projects, including research, documentation, development, coordination, and decision making to complete assigned project. **E**

Develop and maintain a variety of logs, records, and files related to employment matters, confidential student related matters, subpoenas, complaints, lawsuits; compile information, and prepare summaries, charts, matrixes, spreadsheets, and reports. **E**

Collect and assemble confidential and/or legal information, including evaluations, disciplinary matters involving personnel, and other sensitive issues relating to students and personnel. **E**

Schedule and coordinate large and small group meetings, conferences, and appointments; secure facility and/or conference rooms and refreshments; send out notices; provide required documents as needed; arrange and schedule travel accommodations, and process reimbursements; attend meetings and record proceedings using dictation skills, laptop computer, and/or handheld devices; and prepare and distribute minutes. **E**

Independently develop bulletins, advisories, and Board of Education agenda items with accompanying support information; maintain budget manuals and handbooks; and prepare documents for signature. **E**

Receive, screen, and route telephone calls and assist visitors; provide detailed information concerning policies and procedures and answer questions, refer to appropriate staff members; field the concerns of parents and community members; and transmit confidential or controversial information to appropriate administrator and staff. **E**

Maintain the assigned administrator(s) calendar to ensure accuracy and integrity of schedule. **E**

Communicate and disseminate information to appropriate staff and/or members of the Board of Education as required. **E**

Make telephone calls to verify, receive, or transmit information; open and screen incoming mail; and compose replies according to established guidelines. **E**

Compose memos, letters, flyers, charts, spreadsheets, matrixes, legal documents, and other materials independently or from rough draft. **E**

Maintain comprehensive records; prepare reports and files including those of a confidential nature; and in case of absence, may serve as alternative secretary to the Deputy Superintendent. **E**

Order supplies; prepare, submit, and monitor requisitions; and maintain records of funds. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; and maintain a variety of office equipment. **E**

Prepare detailed and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations; and contact school districts for salary and benefit information. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; and lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and four years of increasingly responsible secretarial experience, including at least one year experience in a school district.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

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|------------------|-------------------|
| Keyboarding..... | 55 Correct WPM |
| Word..... | 80% Overall Score |
| Excel..... | 80% Overall Score |
| PowerPoint | 80% Overall Score |

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Technical aspects of field of specialty.
- Budget practices and principles.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Bargaining unit reports, labor relations, and negotiations.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Prepare detailed and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Record or take notes at meetings, and transcribe minutes accurately.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; and constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and

shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned duties; and lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals referred to Administrative Services for resolution of issues.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date