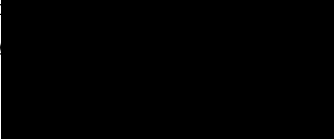


BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	Administrative Assistant I	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned

APPROVED:
B

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and provide information and assistance related to office or program operations, activities, policies and procedures

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; assure accuracy of input and output data

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, c

Methods of collecting and organizing data and information

Mathematic calculations

ABILITY TO:

Perform a variety of clerical and administrative support duties to relieve the administrator of administrative and clerical detail

Coordinate flow of communications and information for the administrator

Assist in assuring smooth and efficient office operations

Compose correspondence and written materials independently or from oral instructions

Perform a variety of clerical accounting duties in support of assigned department or program

Keyboard or input data at an acceptable rate of speed

Answer telephones and greet the public professionally

Complete work with many interruptions

Compile and verify data and prepare reports

Maintain a variety of records, logs and files

Utilize a computer to input data, maintain automated records and generate computerized reports

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

Work independently with little direction

Communicate effectively both orally and in writing

Add, subtract, multiply and divide with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and four years of clerical or administrative support experience involving frequent public contact

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Bending at the waist, or kneeling to file and retrieve materials