



## **Administrative Assistant/Assistant District Secretary**

**Class Code:  
212**

### **DEFINITION**

Under general supervision from an assigned management representative, provides confidential office support for District administrative staff such as: types a variety of documents including correspondence, forms, memos, Board reports, annual reports, contracts, and confidential reports and memos; maintains filing system for the Office of the General Manager, including confidential personnel records; assists with the compilation, distribution, and delivery of Board meeting agendas and related materials; receives, greets, and screens telephone calls and visitors; provides factual information and assistance to the public; acts as Assistant District Secretary serving as back-up for the Executive Assistant/District Secretary as necessary; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

**Administrative Assistant** is a single-position administrative support class. Under general supervision, within a framework of established policies and procedures, the incumbent performs complex administrative duties supporting the General Manager and Board of Directors, requiring the ability to analyze situations and make decisions in accordance with rules, laws, and regulations. Some responsibility to provide lead level support to other employees on a limited basis may be required.

This classification is distinguished by its access to confidential information and assignments to provide administrative support to the Executive Assistant/District Secretary and support to programs in the General Manager's office, such as water resource planning, water conservation, public education and public information.

### **TYPICAL DUTIES**

#### **TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Types correspondence, forms, memos, Board staff reports, annual reports, contracts, and other documents including confidential reports and memos from drafts, notes, or brief instructions using a personal computer and a variety of software applications.
- Proofreads typed materials for accuracy, completeness, format, and compliance with District correspondence standards and correct English usage including grammar, punctuation, and spelling; designs new formats and forms as needed for administration of various programs using word processing or spreadsheet software.
- Maintains filing system for the Office of the General Manager according to District standards, including confidential personnel records and other files and reports; sends and retrieves files from on-site and off-site storage locations following records management procedures; coordinates and performs document management activities including scanning, indexing, retrieving, and updating documents; assists with the coordination of file reviews and public records inspections by outside persons.
- Assists the Executive Assistant with the compilation, distribution, and delivery of Board meeting agendas and related materials.

- Researches information from various sources; assembles for inclusion in periodic or special reports and uses various software programs to display in table or graphic format.
- Performs basic data entry and assists with the development and maintenance of project/contract files.
- Provides factual information regarding District programs and services to the public, which may require interpretation of policies and procedures and use of tact and judgment.
- Receives, greets, and screens telephone calls and visitors; takes messages or directs calls to appropriate staff; processes mail and transmits and distributes fax communications for the Office of the General Manager.
- Drives a motor vehicle to various District facilities, governmental agencies, and other locations to pick up and deliver correspondence, documents, materials, and supplies, which may include recording documents off-site at the County Recorder's Office.
- Copies and distributes employee notices such as District-wide procedures, benefit information, training materials, and other notices related to the programs within the Office of the General Manager.
- Prepares presentations through manipulation of data; develops and prepares special reports.
- Prepares documents for, and supports audits of, processes or records within the Office of the General Manager.
- Acts as Assistant District Secretary, serving as backup for the Executive Assistant/District Secretary; administers Board meetings and workshops; provides notary services for the District.
- Performs other related work as required.

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

Possession of a high school diploma or its equivalent; and

**Administrative Assistant:** Possession of an Associate's degree from an accredited college or university in business administration, public administration, English or a related field; and five (5) years of full-time experience working for senior management or professional staff in an administrative support capacity. State certification as a Notary Public is required within six months of appointment.

**Knowledge, Skills, and Abilities:**

Knowledge of: filing and record keeping principles and procedures; correct English usage, including spelling, punctuation, and grammar; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: quickly learn and use specific technical terminology of the organizational unit to which assigned; understand and follow District procedures and practices; work independently and exercise sound judgment within established guidelines; prioritize and handle a high-volume workload with concurrent assignments, multiple and/or competing deadlines, and frequent interruptions; research, compile, and summarize a variety of information for inclusion in periodic or special reports; prepare clear and concise written reports; compose routine correspondence from brief instructions; maintain varied and complex files and detailed and accurate records; maintain confidentiality of records and files; make accurate arithmetic calculations; type accurately at a rate of 50 words per minute from printed copy and type with speed and accuracy from rough draft copy and/or voice recording equipment; provide accurate responses to inquiries and requests from a wide variety of employees and the public; perform the essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Additional Requirements:**

- A valid driver's license and a satisfactory driving record may be required.

**Working Conditions/Physical Requirements:**

The essential functions of these classifications are performed in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and frequently lift and/or carry items weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 04/14, 02/21

Approved: \_\_\_\_\_  
Human Resources/Risk Manager