

DEPARTMENTAL ASSISTANT

DEFINITION:

MINIMUM QUALIFICATIONS:

Knowledge of:

English grammar, spelling, punctuation and composition.
Standard formats for letters, memos and reports.
Personal computer applications software including spreadsheets and word processing.
Proper method and format for recording and transcribing meeting minutes.
Protecting the confidentiality of sensitive information.
Procedures, regulations, formats and information specific to the department to which assigned.

Skill in:

Providing office support to a group of individuals with varying needs.
Setting priorities, meeting deadlines and completing work.
Operating personal computer for word processing, spreadsheets, and basic desktop publishing.
Understanding and following written procedures and regulations.
Office organization and the ability to handle multiple tasks with constant interruption.
Establishing and maintaining effective working relationships with those contacted in the course of work, including occasional incidents where a student becomes frustrated with the process.
Researching, compiling and summarizing a variety of information in various formats.
Using initiative and judgment within established guidelines.

Other Requirements:

Specified positions within this class may be required to possess a valid California driver's license and have a satisfactory driving record; specified positions within this class may require certification of bilingual skill; specified positions within this class may require being able to pass fingerprint clearance, physical and tuberculosis test to work with young children.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school, and at least one year of responsible secretarial or office experience; business or secretarial training and experience in an educational institution is desirable.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read computer screens, and handwritten and printed documents; manual dexterity to operate keyboards and manipulate papers; speech and hearing to listen and communicate; bending and reaching to obtain or replace files and records. This work is typically performed indoors in a typical office environment, but may involve limited exposure to elements in picking up or delivering materials, and/or environmental exposures unique to a particular department setting, such as fumes associated with a process.