



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**ADMINISTRATIVE ASSISTANT V**

**DEPARTMENT/SITE:** District Department

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 36

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Department Director

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of a Department Director, the Administrative Assistant V provides a wide variety of highly complex, professional administrative and analytical work in support of an assigned District Department Director, conveying information; supporting office functions; and implementing assigned projects and site activities. The incumbents in this classification provide the school community with complex administrative assistant duties, in support of assigned administrators, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are at the fifth level in the Administrative Assistant Series. The Administrative Assistant V provides support to the Director of a Department. Incumbents in this classification require a working knowledge of various facets of the department. Performs specialized and complex administrative support duties involving the use of independent judgement and understanding of departmental functions and procedures.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

- Answers and initiates telephone calls for responding to inquiries screening calls, taking messages, requesting information, and/or conveying information.
- Compiles data from a variety of sources (e.g., instructional minutes, enrollments, attendance for State reports, Board newsletters) for the purpose of preparing reports and/or preparing information for the assigned Director.
- Coordinates and assists with a variety of complex projects, functions, and/or program components (e.g., administrative meetings, Visual and Performing Arts performances, and Public Work Projects) for the purpose of completing activities and/or delivering services to achieve goals and meet target dates.
- Develops and implements office procedures to expedite the transmittal of information, and to facilitate implementation of policies and programs; assures complete and timely operations.
- Interprets and applies rules and regulations as appropriate; coordinates communications; obtains and provides information in a timely manner to meet the needs of the District and the community; coordinates activities and resolves issues.
- Maintains a wide variety of confidential manual and electronic documents, files, and records (e.g., calendars, department budgets, requisitions, Federal compliance documents, records for audit purposes, employee evaluations, facilities use applications, developer fees, Cal-Card expenses) for providing up-to-

date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Monitors a variety of activities on behalf of assigned Administrator/Director for the purpose of achieving goals and meeting target dates.
- Orders supplies and materials for ensuring the availability of items.
- Participates in a variety of meetings, workshops, trainings, and activities; records minutes and summaries; supports the needs of the attendees.
- Performs general to complex clerical functions (e.g., scheduling, copying, faxing, data entry, filing) for supporting office functions.
- Prepares a wide variety of complex reports, documents, and correspondence of a confidential and non-confidential nature (e.g., letters, memoranda, meeting minutes, charts, reports, forms, surveys, flyers, annual notifications, contracts, Board and legal documents) for documenting activities and/or conveying information.
- Processes a variety of documents and materials (e.g., travel requests, reimbursements, Cal Cards, use of Facility Permits) for disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Provides direct assistance/training to site administrators with Electronic School Accountability Report Cards (ESARC) and site plan development for ensuring efficient and accurate reporting processes.
- Receives informational material (e.g., mail, flyers) for reading, sorting, routing, and responding as directed.
- Reconciles account balances for assigned budget categories for maintaining accurate account balances.
- Represents assigned Director in their absence for conveying and/or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g., staff, parents, students, public agencies, vendors) to provide information, facilitate communication among parties, and/or provide direction.
- Schedules a wide variety of activities for making necessary arrangements.
- Supports assigned administrative personnel for providing assistance with their functions and responsibilities.
- Tracks, updates, and compiles comprehensive data from a variety of sources for the purpose of complying with financial, legal, and /or administrative requirements.
- Updates and maintains the department's webpage.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Modern office practices, procedures, and equipment
- Current policies, laws and procedures
- Accounting, bookkeeping principles
- Use of job-related software applications, including virtual meeting platforms
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- District policies and procedures associated with educational processes
- District organization and locations

### **Skills and Abilities to:**

Administrative Assistant V  
Updated: 2021 EH&A  
Previous update: 2019

- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment utilizing pertinent software applications
- Plan and manage complex and responsible projects
- Accurately take and transcribe notes and/meeting minutes/recollections
- Prepare and maintain accurate records
- Display exemplary planning, prioritization, and time management skills
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- Learn, interpret, explain, and apply knowledge of District and department organization, operations, programs, functions, special terminology
- Prepare spreadsheets, graphs, and charts; enter, import, and export data to and from databases
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Understand and follow written and oral instructions
- Perform well under pressure for competing time-sensitive priorities

#### **RESPONSIBILITY:**

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

#### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)*

#### **EDUCATION REQUIRED:**

High School diploma or equivalent.

#### **EXPERIENCE REQUIRED:**

Five (5) years of experience as an Administrative Assistant I, II, III, or IV in MUSD; **OR**; an equivalency of work experience performed from another educational institution or agency in the capacity level of Administrative Assistant V in the Administrative Assistant series within the Madera Unified School District.

#### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License or ability to provide transportation to meetings, events, and trainings associated with essential functions, duties, and tasks.

#### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through the District's provider

#### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen