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|-----------------|---------------------------------|-------------------|--|
| JOB TITLE:      | <b>ADMINISTRATIVE ASSISTANT</b> | DIVISION:         | <b>DISTRICT – OFFICE OF THE DISTRICT SECRETARY</b> |
| REPORTS TO:     | <b>DISTRICT SECRETARY</b>       | EEO CATEGORY:     | <b>06 - CLERICAL</b>                               |
| FLSA:           | <b>NON-EXEMPT</b>               | SAFETY-SENSITIVE: | <b>NO</b>  |
| CLASSIFICATION: | <b>NON-REPRESENTED</b>          | LOCATION:         | <b>SAN FRANCISCO</b>                               |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **Position Summary**

This position is the administrative support staff of the District Secretary’s Office (DSO). Under general direction, provides varied, complex, confidential office administrative assistance to the Secretary of the District and associated administrative, supervisory and professional staff. Performs highly responsible and sensitive duties, exercises the highest level of discretion, confidentiality and independent judgment related to the executive responsibilities of the management level for which assistance is provided. Responsibilities include work related to the handling of legal documents as well as regular contact with members of the Board of Directors and all levels of District personnel, and require contact with federal, state, and local government officials, consultants, representatives of transportation and business or community organizations. Makes decisions that significantly facilitate the work of the District Secretary’s Office staff. Performs other work as assigned.

### **Essential Responsibilities**

- Organizes work, sets priorities, meets critical deadlines and follows up assignments with minimum supervision
- Supports records retention efforts by scanning and cataloguing department records, which could include historical documents requiring special handling
- Provides word processing and data entry support on a variety of projects, within established guidelines.
- Proofreads various correspondence and documents for completeness, accuracy and compliance with departmental standards
- Assist the District Secretary with research regarding claims, subpoenas, public records requests, and lawsuits for the District
- Maintains confidentiality and protects information and sensitive documents appropriately, including legal matters pertaining to the District
- Scans, copies, collates and distributes documents and assists with organizing and maintaining physical and computer files
- Prepares a variety of drafts and finished materials, which may include technical content and terminology related to the activities of the division or department, including materials for meetings, speeches presentations, and agenda items from notes, brief instructions, prior drafts or voice recording equipment; reviews and/or edits materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage



- Assists in the preparation of Committee/Board public meetings and maintains calendars for meeting rooms
- Prepares requisitions, and runs reports in the District's computer system for procuring goods and services
- Interacts and interfaces extensively with Board members and government officials as well as District employees, and works with members of the public to address complaints and concerns as directed
- Assists in the coordination of travel arrangements for the department and Board of Directors and reconciliation of related expenses
- Creates and maintains databases pertinent to the department/division using appropriate software
- Distributes documents, mail and other materials to appropriate individuals for action or information
- Knows and follows the safety and health rules and safe working practices applicable to job
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Legal documentation analysis for proper handling, routing and follow up
- Correct English usage including spelling, grammar, punctuation and vocabulary to compose correspondence and other projects from brief instructions
- Occupational health and safety rules and working practices applicable to this position.

### Ability to:

- Proficiently use MS Office Suite and requires a minimum of 55-60 wpm typing and/or keystrokes on a person computer keyboard
- Rapidly learn the functions of the division or department to which assigned, and administrative procedures related to the work
- Use modern office machines and equipment, such as scanners, fax machines, electronic network computer systems, copiers, and computers
- Use excellent communications skills and the ability to interact effectively with internal customers (District personnel) and external customers (public) at all levels
- Rapidly respond to a broad range of demands made to the department or division, and ability to work under the pressure while maintaining adherence to deadlines, policies and procedures
- Use initiative and independent judgment within established guidelines and use techniques for effectively handling interruptions and completing work accurately
- Demonstrate skill in file/records management and manage projects in a positive and effective manner
- Analyze and resolve administrative concerns, and ability to maintain a calm demeanor and efficiency during emergencies or other stressful situations
- Work effectively in a high volume, high visibility office environment
- Use tact, discretion, initiative and independent judgment in establishing and maintaining cooperative, effective and productive professional working relationships with all encountered in the course of work



- Be cognizant of established safe work practices and adhere to all safety rules

## Minimum Qualifications

### Education and/or Experience:

**A combination of college level training and position related experience equivalent to:**

- Bachelor's degree in Business Administration or related field or equivalent experience. Additional qualifying experience on a year-per-year basis may be substituted in lieu of degree
- Minimum of four years' full-time position related administrative assistant experience in an legal office environment or equivalent experience, which includes a minimum of two years' personal computer experience performing word processing and working with databases, graphs, and spreadsheets
- Advanced computer skills including experience in Microsoft Office (Access, Excel, Outlook, PowerPoint and Word)

### Physical Requirement:

Most work is conducted in an office environment; occasional short periods of time may be spent at offsite locations. Requires ability to use personal computers for varying periods of time. Some lifting may be required - generally up to 50 pounds. Records management may involve stooping, bending and reaching motions. Ability to speak clearly and concisely to obtain and relay accurate information. Ability to communicate in person and over the telephone. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.