

ADMINISTRATIVE STAFF AIDE

DEFINITION

Performs various technical duties of gradually increasing complexity and responsibility and receives training in areas such as organizational analysis, including staffing, procedures, equipment, records, communications, finance, and research.

TYPICAL DUTIES

Learns and applies policies, procedures, rules, and regulations of the organizational unit and professional specialty to which assigned.

Assists professional staff members by performing assigned technical tasks under immediate supervision.

Receives training relative to District organization, personnel administration, business operations, finance, and related laws and regulations.

Collects, records, organizes, and assists in reporting and analyzing data.

Prepares written materials, including correspondence, reports, procedural guides, and instructions.

May review technical materials to extract data for reports, and other purposes.

May assist in financial analysis by making computations and comparisons.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Administrative Staff Aide is a trainee-level professional class that can be used to gain entry into several professional specialties. An Administrative Staff Aide receives on the job training and assists higher level staff members by performing assigned technical duties. This class is intended to provide orientation for promotion into several professional fields such as personnel administration and administrative analysis.

An Assistant Administrative Analyst assists in conducting research; surveys; and studies of work flow and simplification, methods and procedures, and staff organization.

An Administrative Aide relieves administrators of a variety of details, carrying out well-defined assignments with independence of judgment and acting within general limits.

SUPERVISION

General supervision is received from a supervisory employee. Technical work direction regarding specific projects may be received from other professional staff members as assigned. Work direction may be exercised occasionally over clerical employees as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Basic statistics, including data collection and sampling techniques
- Graphic and tabular presentation of data
- Fundamentals of data processing
- Basic record keeping methods
- Modern office methods and procedures

Ability to:

- Compile, maintain, and analyze data
- Prepare clear, concise reports and other written materials
- Use spoken and written English effectively in contacts with individuals and groups
- Work effectively with District personnel, representatives of other organizations, and the public
- Plan and organize work to meet deadlines
- Operate an office computer
- Use Microsoft Word and Excel and other software applications

ENTRANCE QUALIFICATIONS

Graduation from a recognized college or university with a bachelor's degree, including completion of at least 12 semester units or equivalent in organization and management, computer science, accounting, finance, economics, statistics, research techniques, business, personnel, communication, and/or public administration.

LAUSD experience in an administrative staff or professional position that involved project management; obtaining, compiling, and analyzing data for the preparation of recommendations related to work systems, methods, and procedures; organization and staffing; communications and record controls; personnel administration; financial administration; or other administrative matters may be substituted for the required college education on a year-for-year basis.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

Some positions in this class may be designated as "confidential" and, therefore, exempt from collective bargaining units.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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