

Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes. Successful candidates will demonstrate an ability to work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT – SAFETY & SECURITY

BASIC FUNCTION:

Under the direction of the Director of Safety and Security, perform varied and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications related to District security; coordinate and arrange assignments and schedules; dispatch District safety officers. Receive, monitor, analyze, and respond to calls for service and emergency calls throughout the district. Monitor surveillance camera, and access control systems.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Perform varied and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications related to safety and security activities; coordinate, process and distribute calls for service; assure smooth office operations.

Research and compile a variety of information; compute statistical information for various reports; process and evaluate a variety of forms and applications related to safety and security activities and assigned functions; duplicate and distribute materials as needed.

Assure timely communications between the office and District employees; initiate phone calls to receive and transmit information; resolve issues as appropriate; refer difficult situations to the administrator.

Coordinate and arrange assignments and schedules according to established timelines and procedures; adjust assignments and schedules in response to calls for service or special events; prepare related paperwork.

Dispatch District safety officers; coordinate calls for service or site requests for safety and security needs; organize response to emergency incidents.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.

Receive, screen and route telephone and two-way radio calls; take and relay messages as appropriate; serve as a resource to others concerning policies and procedures.

Compose, independently or from note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, flyers, brochures, legal documents, memoranda, bulletins and other materials; review and proofread a variety of documents.

Maintain a variety of records related to financial activity, student information, personnel, mileage, schedules, attendance, assigned duties; establish and maintain filing systems.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops; prepare agendas and take and transcribe minutes as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; operate a two-way radio; drive a vehicle to conduct work.

Monitor inventory levels of Department supplies and materials; order, receive and maintain inventory of Department supplies and materials.

Develop and implement office procedures to assure complete and timely operations; create office forms to facilitate workflow.

Prepare and submit monthly payroll information according to established procedures and timelines; process documents related to attendance, overtime and substitute time sheets.

Monitor the security camera, access control, and alarm systems for activity; dispatches security personnel to address alarm activations.

Elicit necessary information regarding routine and emergency situations and rephrases situations succinctly for dispatch calls to police, fire, paramedics, and tow services.

Determine the urgency of emergency calls and dispatches Police patrol units and contacts other emergency response personnel such as other law enforcement agencies, fire departments, or medical units for support as needed.

Conduct Live Scan services for new employees, volunteers, and the general public; schedule LiveScan appointments and digitally roll prints to transmit to the Department of Justice (DOJ).

Issue parking permits to visitors, contractors, and employees.

Work directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Work with populations with multiple abilities.

Commitment to implementing and maintaining best practices in equity, social justice, culturally relevant and restorative pedagogies and practices.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and objectives of safety and security activities.

Modern office practices.

Two-way radio communications and equipment

Telephone techniques and etiquette.

Applicable laws, codes, regulations, policies and procedures.

District organization, operations, policies and objectives.

Record keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software, including proficient use of Microsoft Word and other office related software.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Organization, operation, policies, and procedures of the School Security Department terminology and codes used by police and emergency personnel.

Use of a Computer Aided Dispatch system and Security Information Management System computer terminal for security alarm, access control and surveillance camera systems.

Geographic area and locations of schools and offices within the District Organizational hierarchy, key personnel, and respective responsibilities within the District Emergency procedures and safety practices implemented by the District.

Federal Communications Commission regulations pertaining to conversations permitted on two-way radio systems.

Characteristics and applicable history of a variety of district intrusion-alarm systems.

Data retrieval from various database systems including the District Computer Aided Dispatch system.

Evidence of leadership in the areas of equity, social justice, cultural relevance, and restorative practices.

Excellent written and verbal communication skills, particularly across cultural groups.

ABILITY TO:

Perform varied and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Perform multiple tasks, exercise sound judgment, and make quick decisions in emergency situations.

Remain calm and exercise sound judgment in emergency situations.

Exercise discretion in the handling of confidential information.
Work independently with little direction.
Dispatch District safety officers
Plan, coordinate and organize office activities and coordinate flow of communications related to District safety and security activities.
Maintain a high level of production and work at a fast pace.
Memorize and apply security radio codes and terminology.
Quickly and accurately extract, summarize, and relay pertinent information and make concise log entries.
Understand and resolve issues, complaints or problems.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Type or input data at 60 words per minute from clear copy.
Operate a variety of office equipment including a computer and assigned software.
Maintain a variety of records and files.
Meet schedules and timelines.
Plan and organize work.
Complete work with many interruptions.
Prioritize and schedule work.
Compile and verify data and prepare reports.
Accurately retain and recollect detailed information and maintain detailed records from a variety of sources.
Communicate effectively, both orally and in writing.
Deal tactfully with District employees and the public.
Perform routine clerical work.
Establish and maintain effective and cooperative working relationships.
Support students and a willingness to work collaboratively and independently in a diverse environment committed to equity, justice and students' social emotional wellness.
Work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.

EDUCATION AND EXPERIENCE

EDUCATION:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE:

Four years of increasingly responsible secretarial or clerical experience; experience with school safety and security preferred. Two years of clerical experience performing customer service activities, preferably in a school district or security operation. Experience with diversity, equity, justice and inclusion preferred. Bilingual preferred.

WORKING CONDITIONS

ENVIRONMENT:

Office environment
Constant interruptions

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person, on the telephone, or by two-way radio.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

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.