

Northern California Conference
Job Description

DATE:	February 20, 2026	Title:	Administrative Assistant 1
LOCATION:	Tracy SDA Christian Elem School	Wage/Salary:	\$ 20.11
STATUS:	Part-time/Regular	ERI Category:	6
REPORTS TO:	Principal	Job Code:	E Step:1

SUMMARY: Performs entry level office functions and uses word processing, spreadsheet and presentation software. Duties may include fielding telephone calls, filing and data entry. May assist with overflow work from higher-level administrative assistants and executive assistants.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Answer and direct phone calls.
2. Provide general support to visitors.
3. Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
4. Maintain electronic and hard copy filing system.
5. Retrieves information from files when needed.
6. Open, sort and distribute incoming correspondence.
7. Perform data entry.
8. Assist in the preparation of regularly scheduled reports.
9. Assist in resolving any administrative problems.
10. Prepare and modify documents including correspondence, reports, drafts, memos and emails.
11. Provide support in scheduling and coordinating meetings, appointments and travel arrangements for managers.
12. Any information discussed verbally or in writing must be kept confidential.
13. Access to student records is permitted only when explicitly authorized by the principal, and all such information must remain strictly confidential.
14. Maintain office supplies for department.
15. Maintain contact lists.
16. Miscellaneous related duties as assigned by supervisor.

JOB REQUIREMENT:

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate "need to know" and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability, and physical requirements necessary to perform the job.

Education and/or Experience

An associate degree and two years experience are preferred. (Another equivalent combination of education and experience may be substituted.)

Language Skills

Must be able to read and write functional English. Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquires or complaints. **Spanish Speaking a plus.**

Computer Skills

Must be proficient in Microsoft Office Suite (Word, Excel, Outlook). Must possess computer literacy for internet research and knowledge of applicable programs and software.

Certificates, Licenses, Registrations

Current CPR certification and basic first aid knowledge Encouraged. (Must be a member of the Seventh-day Adventist Church, in good standing.)

Other Skills and Abilities

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Regular attendance is required.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment is usually an office and classroom setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated. Overtime is not permitted without supervisor's prior approval.

***** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**