

Job Title: Administrative Assistant

Exemption Status/Test: Nonexempt

Reports to: Assistant Superintendent

Dept./School: Central Administration

Date Revised: April 19, 2022

Primary Purpose:

Work under minimum supervision to provide advanced clerical services to the cabinet-level administrator assigned. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of school district organization, operations, and administrative policies

Ability to read and comprehend instructions, correspondence, and memos

Ability to make independent decisions regarding planning, organizing, and scheduling

Excellent public relations, organization, communication, and interpersonal skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to multi-task numerous complex administrative activities

Experience:

Advanced secretarial experience with extensive contact with people preferred.

Major Responsibilities and Duties:

Clerical Support

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned.
2. Schedule appointments and maintain the administrator's calendar.
3. Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
4. Make travel arrangements including making hotel reservations and turning in conference registration forms.

Reception and Phones

5. Answer incoming calls and greet visitors. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to (cabinet-level administrator) or other administrators.

Policy, Reports, and Correspondence

6. Compile pertinent data used to prepare various required state and local reports.
7. Prepare purchase orders and payment authorizations as directed.
8. Compile, maintain, and file all reports, records, and other documents as required.

Other

9. Comply with policies established by federal and state laws and regulations, and local board policy.
10. Maintain confidentiality.
11. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/ Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional district wide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____