

### Administrative Assistant

#### Purpose Statement

The job of Administrative Assistant is done for the purpose of providing support to the educational process with specific responsibilities for performing independent, professional, advanced technical and highly complex and confidential administrative secretarial duties requiring independent judgement and analysis; providing training and work direction to clerical personnel; and planning, organizing and coordinating office activities and communication, relieving the supervisor of routine administrative duties.

This job reports to Assigned Supervisor

#### Essential Functions

- Communicates effectively with District personnel, community members, parents and others regarding confidential or sensitive issues for the purpose of maintaining established guidelines and procedures.
- Compiles District-wide data from a wide variety of sources (e.g. committee meetings, governing board meetings, public postings, etc.) for the purpose of ensuring accurate information is presented and in accordance with established administrative guidelines and legal government reporting requirements.
- Maintains a variety of manual and electronic documents and records (e.g. department organization charts, calendars, project filings, newly created project folders, all archive project files in the storage container, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Orders all office supplies and equipment for the purpose of ensuring items' availability and in accordance to established guidelines and procedures.
- Oversees various assigned district projects and programs assisting supervisor for the purpose of ensuring accuracy information for decision making and/or complying with regulatory requirements.
- Performs highly advanced complex secretarial duties with independent judgement and analysis; plans, organizes and coordinates office activities and communication for the purpose of ensuring efficiency of department and relieving the supervisor of routine clerical duties.
- Plans and schedules meetings and appointments, (e.g. arranges conference rooms, maintains calendars, arranges travel accommodations, etc.) for the purpose of making necessary arrangements to accomplish functions and supporting all department activities.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes contracts and requisitions for the purpose of updating and distributing information, and/or complying with established accounting practices.
- Screens callers and visitors (e.g. answers phones, greets the public, verifies information as directed, etc.) for the purpose of providing information and directing inquiries to the appropriate person.
- Supports in the planning and organization of District programs for students, teachers and administrators (e.g. project manual/specs, emergency operations plan, comprehensive safe schools, etc.) for the purpose of documenting activities and providing up-to-date information in accordance with established administrative guidelines and legal requirements.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; planning and managing projects; performing advanced, highly complex secretarial duties requiring independent judgement and analysis; and planning, organizing and coordinating office activities and communication.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: oral and written English communication skills; concepts of grammar and punctuation; laws, rules and regulations related to assigned activities; telephone etiquette; supervising the work of others; using tact and good judgement; and compiling and preparing complex reports.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information; setting priorities; working as part of a team; communicating with diverse groups; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Five years of secretarial experience including one year in an educational environment; college level coursework preferred.

**Education (Minimum):** High school diploma or equivalent.

### **Required Testing**

None Required

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

### **Certificates and Licenses**

None Required

### **Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

December 14, 2021

### **Revised Date**

### **Salary Grade**

Range 18