

JOB DESCRIPTION
National School District

ADMINISTRATIVE ASSISTANT

Purpose Statement:

The job of Administrative Assistant is done for the purpose/s of managing and providing a wide variety of complex secretarial and administrative support in the major functional area of the District under the direction of a Cabinet level administrator; organizing and coordinating office activities and communications; providing assistance and information to District staff, County and State officials, parents and vendors.

Essential Functions

Assists in planning, organizing and developing programs for the purpose of ensuring compliance with District, state and/or federal requirements and meeting the educational objectives of the District.

Composes documents for assigned area in accordance with established formats (e.g. letters, agenda items, minutes, bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.

Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.

Maintains a variety of confidential files and records, compiling pertinent information in assigned area for the purpose of ensuring accuracy of materials and complying with all federal/state/district regulations.

Monitors a variety of processes (e.g. budget, expenditures, program activities, etc.) for the purpose of adhering to legal and/or administrative requirements.

Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

Prepares various reports and related documents for the purpose of providing documentation and information to others.

Processes documentation (e.g. mail, correspondence, work requests, information and programming needs, etc.) for the purpose of disseminating information to appropriate parties.

Procures office supplies and materials for the purpose of ensuring adequate inventory within budgetary guidelines.

Researches policies and procedures in assigned area for the purpose of maintaining compliance with current legal requirements.

Responds to Inquiries from visitors and answers telephones for the purpose of providing information regarding District programs, policies, procedures and regulations and/or providing direction.

Schedules various activities (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for assigned administrator.

Supports assigned administrator for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

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 skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: specialized and extensive knowledge of the assigned area of administration; concepts of grammar and punctuation; standardized accounting/bookkeeping principles

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities 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; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some 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.

Working 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 Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

- Pre-Employment Drug Screening
- Pre-Employment Proficiency Test
- Pre-Placement Physical Exam

Certificates & Licenses

Typing Certificate for 65 Net Words Per Minute

Continuing Educ./Training

None Specified

Clearances

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Confidential 32