Administrative Assistant
New Hanover County Schools

Job Description

Class: Classified
Dept: Superintendent

TITLE: **Administrative Assistant VII**

QUALIFICATIONS:

1. Associate degree preferred or equivalent combination of education and experience.
2. Eight or more years of work experience with a variety of administrative and technical functions involving public contact and office management duties as an assistant to a top level administrator.
3. Effective communication and computer skills.
4. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Title IX Director

JOB GOAL: To provide administrative support to the Title IX Director responsible for providing a comprehensive Title IX program for the school system.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school system issues.

2. Maintain strict confidentiality for all personnel matters.

3. Prepare agenda for administrative meetings; handle proceedings for planning major meetings; attend meeting to take minutes or notes and follow through on matters requiring correspondence.

4. Assist in monitoring department or program budgets; gather pertinent data, analyze requests and process information.

6. Maintain departmental personnel, financial, and/or activity records; act as point of contact for the department and provide information or refer inquiries to proper personnel.

7. Assist with research for Title IX investigations, complaints and other related matters.

8. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs and other printed materials; research content items for correctness of presentation and applicability.

9. File and retrieve materials based on full knowledge of organization and activities.

10. Perform other duties and responsibilities as requested by the Title IX Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Considerable knowledge of budgeting.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.