

**Administrative Assistant
New Hanover County Schools**

Job Description

Class: Classified
Dept: Student Support Services

TITLE: Administrative Assistant VI

QUALIFICATIONS:

1. High School degree or equivalent.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties.
3. Strong computer and communication skills.

REPORTS TO: Director of Student Support Services

JOB GOAL: To serve as the administrative assistant to the Director of Student Support Services and assists with all aspects of student support services of the New Hanover County 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 student support issues.
2. Maintain strict confidentiality for all personnel matters.
3. Manage data and provide specialized information.
4. Prepare and maintain all financial records within the Director's area of responsibility using appropriate technology. Review documents for accuracy and reconcile accounts.
5. Prepare and ensure the accuracy of correspondence, reports, charts, graphs and other printed materials.
6. Review grant applications to ensure schools are following appropriate procedures. Prepare all grant requests and route for appropriate signatures and distribution.
7. Serve as financial point of contact for Driver Education. Prepare and maintain financial records, order supplies and complete payroll submissions.
8. Establish and maintain files/data related to grants and Driver Education.

9. Serve as a back-up for the Enrollment Specialist and assist with the enrollment process.
10. Provide information to a wide variety of groups including families, teachers, school administrators, central office staff and outside agencies.
11. Screen and route materials according to content of communications; routing duties require detailed knowledge of organizational operations and status of work.
12. Arrange supervisor's travel schedule, assist with planning meetings and trainings.
13. Perform other duties and responsibilities as requested by the Director of Student Support Services.

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 67

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.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, parents 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.