

Administrative Assistant
New Hanover County Schools

Job Description

Class: Classified

Dept: Human Resources

TITLE: Administrative Assistant VI

QUALIFICATIONS:

1. High school degree, required; Associate degree preferred.
2. Three to five years experience in office environment with responsibility for complex duties. Prefer experience with personnel operations in a school system.
3. Effective oral and written communication and computer skills.

REPORTS TO: Director of Human Resources

JOB GOAL: To act as the administrative assistant to the Director of Human Resources and assist with all aspects of personnel operations for New Hanover County School employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Maintain strict confidentiality for all personnel matters.
3. Develop and generate spreadsheets/databases to track implementation of various pay plans.
4. Prepare personnel reports as requested by the Board of Education within a timely manner.
5. Respond to, or refer to appropriate division, inquiries related to personnel policies or procedures as instructed by the Director.
6. Maintain job descriptions and align with district job classifications.
7. Assist with preparation and distribution of correspondence including various reports and surveys.
8. Maintain database and files for employee disciplinary actions.

9. Assist with the organization of special events, perform all clerical tasks associated with the event, assemble information for distribution, communicate with employees, school and departments, and coordinate activities and logistics with other school departments and/or businesses.
10. Assist with preparation of grants, sponsorships and donations, and coordinate travel and process expenditures related to special events and/or programs.
11. Maintain records for federally funded professional development programs. Process check requests and reimbursements for non-public school entities and employees.
12. Review and ensure the accuracy of outgoing correspondence, records and/or reports of complex, procedural or program activities. Act as back-up for payroll operator and Substitute System Manager.
13. Perform other related duties and responsibilities as requested by the 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: 12 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:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, parents, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional and Google software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to compile and summarize information.
- Ability to learn, interpret, and explain policies, regulations and procedures.
- Extensive knowledge of office practices and procedures.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.