



Job Description Administrative Assistant

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 220 Days (varies)

Experience Required: One (1) year office experience in a professional setting.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Support Staff.

Direct Supervisor: Varies.

Primary Work Location: Office setting.

Certification: None.

Job Summary: Perform a wide variety of clerical and secretarial duties and maintain good public relations with students, parents, staff, and the general public.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Oversee the office ensuring the needs of all parents, teachers, students, and administrators are met.
- Answer phone, receive messages, and respond to inquiries by staff, parents, or patrons of the district.
- File and sort paperwork.
- Input data for recordkeeping in multiple software systems.
- Produce brochures, handbooks, notebooks, flyers, and meeting agendas.
- Type and/or draft letters of correspondence.
- Maintain and order supplies; organize storage areas.
- Process invoices, track expenses, and produce expense reports.
- Schedule and organize meetings or events, coordinate and set up supplies needed for meetings or events, take meeting minutes.
- Type or prepare reports, compile data, and distribute information to parties both inside and outside of the district.
- Attend meetings as required.
- Work overtime as directed.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Administrative and clerical procedures and systems.
- Principles and processes for providing customer and personal services.
- District's functions and its relationships with local government and the community.

Effective Date:



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Skills

- Strong computer skills with proficiency in Microsoft Office.
- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Maintain confidentiality.
- Highly motivated with ability to multi task.
- Communicate in a professional and polite manner.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Lift up to 25 pounds.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date