JOB TITLE: Administrative Assistant

REPORTS TO: Business Office Coordinator

JOB PURPOSE: Provides advanced administrative support functions by selecting the appropriate use of procedures in order to meet the District's goals.

WORK ENVIRONMENT: Work is performed in a normal business office setting utilizing a personal computer. Some lifting of materials weighing less than 20 pounds. May interact with agitated individuals.

ESSENTIAL JOB FUNCTIONS:

Maintains a responsive and professional public image.

- Resolves customer complaints and answers inquiries requiring research, interpretation of data and problem solving in a timely manner.
- Prepares and issues correspondence requiring special or technical terminology which may require supervisory authorization.
- Types, files and may release confidential information according to established policy.

Facilitates the efficient operation of the office.

- Assists in the preparation and maintenance of policies and procedure manuals.
- Recommends changes in procedures to facilitate administrative work flow.
- Scans, organizes and distributes all incoming mail or materials in order of priority; makes appropriate referrals.
- Orders and maintains inventory of office supplies.
- Prepares personnel action forms and payroll according to appropriate requirements per Supervisors instruction.
- Maintains employee records and associated reporting requirements per Supervisors instruction.

Enhances the accomplishment of District goals.

- Defines and completes tasks given general direction.
- Coordinates and assists in scheduling and administration; makes arrangements for meetings, conferences, and travel for District staff.
- Assembles and assists in developing program newsletters, calendars of events and information packets.
- Issues notices of scheduled meetings in accordance with legal requirements; prepares and distributes agenda packages to various boards.
- May serve as secretary to various boards.
- Types/transcribes and edits correspondence and reports.
- Collects, maintains and updates program statistics.
- Assembles material from various sources and develops data for management reports.
- Develops and maintains District filing system.

ADDITIONAL JOB RESPONSIBILITIES

Researches, analyzes and completes special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of personal computer operations and other office equipment.
- Demonstrates ability to utilize District software.
- Ability to compose correspondence in order to explain and interpret situations.
- Ability to develop and maintain filing systems including alpha, numeric, indexing, cross-referencing, etc.
- Ability to resolve programmatic problems requiring research and investigation.
- Skill in handling confidential/sensitive information and situations.
- Skill in performing arithmetic functions with various units of measure manually and/or using technology
- Ability to compose, edit and type final copy.
- Ability to prioritize work assignments.
- Ability to interact with employees and the public in a professional and courteous manner (using the Customer Service Model).

MINIMIM QUALIFICATIONS

High School graduate plus a minimum of two years of related experience or equivalent combination of education and/or experience.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

10-13-2020