

Position: Administrative Specialist I

School/Department:

Reports To: Site Administrator

Pay Grade: 11

SUMMARY

Performs a variety of clerical duties involving typing, data entry, filing and maintaining records and completing routine transactions.

NATURE AND SCOPE

Work is performed under the general direction of the administrative secretary, site or program administrator. Work involves performing a variety of clerical and secretarial duties and may include typing and data entry, receptionist, records maintenance, filing and retrieval of information and reports and other general clerical duties as assigned. Work requires the exercise of some initiative, independent judgment and discretion. Contacts are variable but may extend beyond immediate work groups to include other District staff and departments, students, parents or the general public.

DISTINGUISHING CHARACTERISTICS

Administrative Specialist I is an entry level position in a school district setting. The position will require knowledge of the terminology, practices and procedures of an area of specialization depending on assignment. Minimum requirements will include additional basic computer skills, record keeping, math, English usage, grammar, spelling and office equipment skills.

ESSENTIAL TYPES OF DUTIES (Examples)

- Will learn special terminology, policies and procedures of a department of specialized function.
- Compiles information from various sources and types a variety of forms. Compiles and tabulates statistical data as directed.
- Performs a wide variety of clerical, and data entry work related to the office to which assigned. Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Completes daily data entry regarding student records, attendance and special needs services.

- Answers incoming phone lines and routes calls to appropriate extensions. Answers inquiries and provides information concerning standards, procedures and programs.
- Serves as receptionist in the office setting.
- Establishes and maintains files (student and site) as directed. Assembles, collates and prepares materials for distribution. Performs work such as posting records, making computations and securing information from appropriate sources.
- Operates a variety of office machines including computer, calculator, copier, two-way radio and other office machines and equipment.
- Enters and updates information in the student database. Prints reports and student schedules.
- Orders, receives, shelves and distributes supplies and materials.
- Receives, sorts and distributes incoming mail.
- Ensures proper security and administration of medications that are dispensed to students. Assures that instructions for dispensing are followed and student health records are properly documented. May personally dispense medications to students as directed by the student's doctor.
- Perform routine minor first aid to students and staff, as needed. Maintain communication with a school nurse in making announcements of District health concerns and exposure notices.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge and Skills: Requires basic knowledge of modern office practices, filing, procedures and equipment including receptionist and telephone techniques and etiquette. Requires knowledge and understanding of the principles and procedures of record keeping. Must have good organizational and communication skills. Requires basic computer skills, record keeping, math, English usage, grammar, spelling and office equipment skills.

Abilities: Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to learn, understand and apply District rules, regulations and policies. Requires the ability to operate standard office machines and equipment, including typewriters, telecommunications, copiers, calculators, word processors, printers. Must be able to maintain records and prepare reports. Requires the ability to communicate with peers and other District staff or public in a manner which reflects positively on the department or school and District.

Physical Abilities: Position involves standing, walking and sitting for extended periods of time and occasional carrying and lifting of lightweight materials (up to 20 pounds). Requires sufficient arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read a variety of materials and view a computer monitor. Sufficient hand/eye coordination and manual dexterity to keyboard at a basic rate (45 wpm); speech and hearing ability to carry on conversations in person and over the phone; and ability to reach and pull materials from files and shelves Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed

Education, Training and Experience: High School diploma or GED required. Supplemental course work in general office skills preferred. Must pass District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test.

Rev: 1/4/21
Board Approved: 5/26/21

