

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **District Office Administrative Assistant** Reports To: **Director of Human Resources**
 Pay Schedule/Range: **Regionally competitive** FLSA Status: **Non Exempt**
 Prepared/Revised Date: **July 18, 2022** Work Year: **259-261 Days**

SUMMARY: The District Office Administrative Assistant ensures that all guests are positively greeted and directed upon arrival while also executing administrative tasks for the Offices of Human Resources and Business to the highest quality standards which further the District's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Greet and welcome visitors as they arrive at the office and direct visitors to the appropriate person/office while maintaining good public relations with staff, parents, and pupils of the District.	D	50
2. Answer, screen and forward incoming phone calls/visitors to the appropriate party while also providing basic and accurate information in-person and via phone/email	D	15
3. Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)	D	5
4. Provide assistance in the collection of current school fees, manages the collection of prior year registration fees, and process parent refunds for both food services and registration fees as needed	D	5
5. Order office supplies, keep inventory of stock, keep updated records of office expenses and costs, and ensure that the reception area is presentable, with all necessary stationery and material (e.g. pens, forms, brochures, etc.)	D	2
6. Update calendars and schedule meetings for the offices of Human Resources and Business	D	5
7. Coordinate clerical requirements of administrative personnel within the offices of Human Resources and Business including such duties as filing, photocopying, transcribing and faxing, managing and organizing the district records storage area, filing the records disposal certificate annually, and arranging for disposal/shredding of approved records	D	5
8. Create and submit forms and compile and organize data and information necessary for the efficient operations of the Human Resource and Business offices, including the completion of required district and state data collecting and updating employee information within the financial software program	D	2
9. Monitor and submit reports on vacancy postings and position changes.	D	2
10. Coordinate purchasing procedures for the offices of Human Resources Business, including purchase orders, procurement cards and statement reconciliations.	D	2
11. Assist the offices of Human Resources and Business with maintaining the required training logs of all staff, help to schedule training times and coordinate with district personnel at facilities to be sure there are no conflicts in scheduling.	D	5
12. Performs such other tasks as may be assigned by the Director of Human Resources, the Director of Finance and Operations, and/or any District level Administrator.	D	2
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED
- Associate Degree in Secretarial Science preferred
- Minimum of 1 year of secretarial experience (supporting education, preferred)

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Effective typing skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE
	Director of Human Resources

Direct reports:	POSITION TITLE	# of EMPLOYEES
	None	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use fingers to handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.