

ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT

POSITION: Administrative Assistant I

REPORTS TO: Director

LOCATION: Board of Education Offices

NATURE OF WORK:

Performs work of a highly confidential nature in a high-pressured environment. Employs strong interpersonal and effective public relations skills, tact, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. Independently handles both internal and external inquiries, requests, and communications regarding the school system. Performs a variety of highly diverse secretarial and administrative duties. Prepares and maintains complete and accurate records of business. Requires a high level of discretion, judgment, and the ability to maintain absolute security regarding confidential issues.

ESSENTIAL FUNCTIONS:

- Manages the workflow of the office on a daily basis.
- Receives and screens all communications to the official.
- Composes and proofreads all letters, memoranda, instructions or other such transmittals for the official.
- Compiles and maintains a variety of confidential records and information.
- Schedules appointments and maintains daily calendar for the official.
- Coordinates the activities and schedules individual and group conferences for the official.
- Serves as a liaison between the official and school system employees, students, parents, citizens, and government staff.

DUTIES AND RESPONSIBILITIES:

- Collects and assembles data, prepares and distributes agendas, schedules and organizes all official meetings of the official.
- Handles correspondence through dictation or composition of letters.
- Answers and screens phone calls, if appropriate deals with matters at hand, refers to other staff or briefs the official for his/her response.
- Greets visitors and escorts, as necessary.
- Handles requests for obtaining information concerning the school system.
- Maintains a filing system representative of the official's office.
- Maintains a tracking record of all communications by way of a telephone and mail log.
- Performs office activities with a minimum degree of supervision.
- Attends meetings, hearings, executive work sessions, and conferences at the direction of the official.
- Takes and records minutes, as directed.
- Keeps informed of county, state, and federal policies affecting the school system.
- Makes travel arrangements.
- Makes arrangements for appointments and conferences (room reservations, transportation, meeting accommodations, etc.) and assembles materials in preparation for appointments and conferences.
- Prepares and distributes information and materials to other departments.

- Keeps abreast of events that pertain to the official.
- May direct, supervise, or coordinate the work of others.
- Maintains proper bookkeeping system for materials under the official's account.
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from high school. Business school or forms of secretarial training is desirable;
- Five years of experience as an administrative secretary; or any combination of experience and training which would provide the following knowledge, abilities, and skills;
- Minimum of five years experience as an administrative secretary;
- Ability to follow complex verbal and written direction;
- Ability to maintain sensitive and confidential records and prepare reports from such records;
- Thorough working knowledge of office technology and procedures, including office equipment and software;
- Ability to work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Ability to coordinate the work of others;
- Possession of outstanding human relations and interpersonal communications skills;
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment); and
- Thorough working knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 25.

BARGAINING UNIT: EASMC-ESP

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