

**Administrative Assistant
New Hanover County Schools**

Job Description

Class: **Classified**
Division: **Federal Programs**

TITLE: **Administrative Assistant VII**

QUALIFICATIONS: 1. High School Diploma. Associate Degree preferred or equivalent combination of education and experience.
 2. Three to five years' experience in office environment with responsibility for complex duties. Prefer experience with personnel operations in a school system.
 3. Effective verbal and written communication and computer skills.

REPORTS TO: Executive Director of Federal Programs

JOB GOALS: To act as the administrative assistant to the Executive Director of Federal Programs and assist with all aspects of personnel operations for New Hanover Country School employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Maintain strict confidentiality for all personnel matters.
3. Develop and generate spreadsheets/databases to track implementation of various programs within HR.
4. Respond to, or refer to appropriate division, inquiries related to personnel policies or procedures as instructed by the Executive Director of Human Resources.
5. Maintain job descriptions and align with district job classifications.
6. Write, edit, prepare, coordinate the preparation of correspondence, reports, charts, graphs and other printed materials. Research content items for correctness of presentation and applicability.
7. Assist with preparation and distribution of correspondence including various reports and surveys.

8. Assist with the organization of special events, perform all clerical tasks associated with the event, assemble information for distribution, communicate with employees, school and departments, and coordinate activities and logistics with other school departments and/or businesses.
9. Assist with preparation of reports, purchasing, and coordinate travel and process expenditures related to special events and/or programs.
10. Review and ensure the accuracy of outgoing correspondence, records and/or reports of complex, procedural or program activities. Act as back-up for payroll operator and Substitute System Manager.
11. Perform other related duties and responsibilities as requested by the Executive Director of Human Resources.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At-Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, parents, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional Software and Google Suite.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to compile and summarize information.
- Ability to learn, interpret, and explain policies, regulations and procedures.
- Extensive knowledge of office practices and procedures.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.