

# **Richmond County Schools**

Dr. Joe Ferrell, Superintendent 118 Vance Street, Hamlet, North Carolina 28345 Phone: 910-582-5860

**POSITION:** ADMINISTRATIVE ASSISTANT

**REPORTS TO:** Assistant Superintendent of Curriculum and Instruction/Principal

## **JOB DESCRIPTION:**

The Administrative Assistant to the Assistant Superintendent of Curriculum and Instruction provides high-level administrative and clerical support to ensure the efficient operation of the Curriculum and Instruction Department. This position plays a key role in managing communications, organizing schedules and meetings, maintaining financial and operational records, and supporting the daily functions of the office. The administrative assistant serves as a liaison between the department, district staff, and the public while maintaining confidentiality and professionalism in all interactions.

#### **QUALIFICATIONS:**

- ➤ Associate degree preferred
- ➤ Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills, and abilities
- ➤ Must be a Notary Public or willing to become one

## **ESSENTIAL JOB FUNCTIONS:**

- Manage incoming and outgoing calls, messages, and mail, ensuring the Assistant Superintendent is promptly informed
- > Organize and maintain appointment schedules, meetings, and travel arrangements

- > Prepare reports, correspondence, and meeting materials as directed
- ➤ Maintain accurate filing systems and retrieve information as needed
- Coordinate logistics for meetings, including scheduling, communication, and document preparation
- ➤ Monitor office supply inventory, order materials, and ensure availability of necessary resources
- > Process purchase orders, procurement card transactions, and travel reimbursements
- ➤ Utilize technology tools effectively to complete tasks and manage records
- Maintain professional communication with district staff, school personnel, and the public
- > Support office operations and assume responsibility for reports and administrative duties
- Exercise sound judgement in routine decision-making aligned with policies and procedures
- ➤ Handle confidential information with discretion and adhere to all district and department protocols
- ➤ Perform other duties and responsibilities as assigned by the Assistant Superintendent

## **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**