



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Administrative Assistant to the
Director of Safety and Security Services

Exemption Status/Test: Nonexempt

Reports to: Director of Safety and Security
Services

Pay Grade/Days: 16 – 17; 230 days

Dept./School: Safety and Security Services

Date Revised: April 2014

PRIMARY PURPOSE:

Organize and manage the routine work activities of the Department of Safety and Security Services office and provide clerical services to the department head and other staff members.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Experience:

Three years experience, preferably in a public education environment

Preferred: Successful completion of a required course in TLETS, Basic Telecommunications and TCIC/NCIC Procedures school;

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the department head and other department staff members using a personal computer.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain records as needed.

Accounting

5. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
6. Assist with the preparation of purchase orders and payment authorizations.
7. Monitor and process personnel time records including leave requests and reports; compile information and submit to the central office.



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Other

8. Answer incoming calls, take reliable messages, and route to appropriate staff.
9. Maintain a schedule of appointments and make travel arrangements for department staff.
10. Receive, sort, and distribute mail and other documents to department staff.
11. Maintain confidentiality of information.
12. Prepare reports, projects in a timely manner.
13. Responsible for proficiency in applicable software programs.
14. Responsible for monitoring of radio traffic and communicating with law enforcement agencies, campuses and district personnel, regularly and under high stress emergency situations.
15. All other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____