



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Administrative Assistant for Technology

Exemption Status/Test: Nonexempt

Reports to: Chief Technology Officer

Pay Grade/Days: AS05/ 230 days

Dept./School: Information Technology

Date Revised: October 2021

PRIMARY PURPOSE:

Perform administrative duties related to the daily operation of technology department offices and provide clerical services to the Chief Technology Officer and Director of Instructional Technology and other technology staff.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Knowledge/Skills/Abilities:

Proficient keyboarding and file maintenance skills

Knowledge of correct English usage, grammar, spelling and punctuation

Basic math skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Effective organizational, communication, and interpersonal skills

Experience:

2 years secretarial experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare correspondence, memorandums, forms, requisitions, and reports for the technology department office.
2. Compile, maintain, and file all reports, records and other documents as required.

Phones

3. Answer incoming calls, take reliable messages, and route to appropriate staff; handle questions and requests that fall within the level of responsibility.

Accounting

4. Prepare, process, and track all purchase orders and payment authorizations in accordance with budgetary limitations and district policies.
5. Prepare and provide technology quotes to campus/district staff as requested.
6. Perform routine bookkeeping tasks to maintain department budget records.
7. Monitor and process personnel time records including leave requests and reports; compile and submit to the central office.



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Other

8. Order office supplies for the department.
9. Maintain a schedule of appointments for the technology staff.
10. Receive, sort, and distribute mail and other documents to department staff.
11. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; multi-line phone system

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

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

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

Environment: Work is performed in an office setting; may require occasional irregular and/or prolonged 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: _____