

ADMINISTRATIVE ASSISTANT

DEFINITION

Under the direction of an Assistant Superintendent, perform responsible, technical and complex secretarial services to assist the Assistant Superintendent with administrative, clerical, technical, and fiscal detail; plan, organize, and coordinate office activities and flow of communication; maintain confidentiality of privileged information; apply extensive knowledge of District policies and exercise independent judgment.

ESSENTIAL FUNCTIONS

- Perform technical, complex and high-level secretarial duties that relate to the division.
- Perform support functions to relieve the administrator of routine administrative and clerical details, and assure smooth operations of assigned office.
- Plan, organize and coordinate division operating procedures.
- Prepare Board Reports.
- Assist in the preparation, maintenance and analysis of instructional, fiscal and personnel records and/or process as required.
- Compose correspondence and compile info necessary to complete a variety of district, county, state and federal reports, which require the use of independent judgment.
- Research and compile information and compute statistical data for reports, division's budgets and special projects as assigned.
- Coordinate and schedule meetings, conferences and appointments; maintain calendar, deadlines, and appointments; arrange and schedule travel accommodations.
- Answer phones and screen callers and visitors; provide detailed and technical information concerning District policies and procedures and established guidelines.
- Communicate with District personnel or parents on confidential or sensitive issues according to established guidelines and procedures; apply extensive knowledge of District policies and exercise independent judgment; expedite transmittal of information and facilitate implementation of policies and programs; assure timely communications.
- Establish office forms and procedures following general instruction.
- Proof material and prepare letters, reports, contracts and statistical materials accurately and in good form.
- Set up specific computer operations using word processing, spreadsheet and data base software in use in the district.
- Make telephone calls to verify, receive or transmit information; receive, open and screen incoming mail; independently compose replies according to established guidelines and procedures.
- Maintain comprehensive records; prepare reports and files including those of a confidential nature.
- Attend a variety of meetings; prepare and send out notices; collect and compile information; record proceedings according to established procedures; prepare and distribute minutes.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Correct English usage, grammar, spelling, punctuation, vocabulary and accounting terminology and processes
- Basic math, statistical and record keeping procedures
- Modern office practices, procedures, machines, equipment, record keeping and filing systems
- Basic organization and operation of a public school district; administrative offices and public staff and relations

- Policies and procedures used in school districts, specifically to the office to which assigned, and ability to apply such knowledge in the performance of duties.
- Principles of proper letter composition, correspondence and report writing
- Operations, procedures, specific rules and precedents of the office.
- Laws, rules and regulations related to assigned activities related to confidentiality of sensitive information
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy
- Professional telephone techniques and etiquette

Ability to:

- Perform secretarial and administrative support duties to relieve the Assistant Superintendent of administrative detail.
- Research and apply knowledge of District, state and federal laws and policies.
- Learn rapidly, interpret, and apply with good judgment, oral and written directions, district policy and regulations.
- Devise or adapt office procedures to changing organization need.
- Type accurately at a rate of 60 words per minute.
- Use proficiently word processing, spreadsheet and data base software and related computer equipment.
- Maintain confidentiality with discretion.
- Organize assigned work, administrator's priorities and schedule, and department.
- Make arithmetical calculations quickly and accurately.
- Compile and maintain accurate and complete records and reports.
- Use general educational office terminology, procedures and practices.
- Compose correspondence and written materials independently.
- Comprehend, interpret, and apply general and technical written and oral instructions, policies and procedures.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships.

EDUCATION:

- High school diploma or equivalent. Proof required.
- Supplemental course work in secretarial science, bookkeeping, accounting, computers, office practices, and/or related areas.

EXPERIENCE:

Three years of increasingly responsible secretarial experience

WORKING CONDITIONS

ENVIRONMENT:

- Office environment: constant interruptions.
- Outdoor environment: drive a personal vehicle to conduct work; visit school sites; travel to other organizations and companies; meetings and workshops.

Physical Abilities

- Hearing and speaking to conduct group training, exchange information in person electronically and on the telephone.
- Ability to read printed matter and computer screens.
- Ability to understand speech at normal levels.

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies.
- Ability to lift and carry 30 pounds.
- Ability to climb stairs, walk, and sit for extended periods of time.
- Ability to climb a ladder for purposes of inspection when necessary.

EQUAL OPPORTUNITY EMPLOYER

Revised 5/1/09