



## Administrative Assistant

**FLSA Status:**  
Non-Exempt

**Qualifications:**  
High School Diploma (required)

**Experience:**  
Job related experience with increasing levels of responsibility

**Clearances:**  
Criminal Justice  
Fingerprint/Background  
Clearance

**Support Staff Salary Schedule:**  
Range 15

### Reports to

Building Principal

### Terms of Employment

202 days, 8 hours per day, with benefits according to Board policy

### Purpose Statement

The job of Administrative Assistant is done for the purpose/s of providing administrative and secretarial support to assigned school site administrators; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

### Essential Job Functions

- Operate computer and peripheral equipment, photocopier, 10-key calculator, and other office equipment with high degree of skill.
- Answer telephones and door buzzer system when needed for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages and providing security for front door.
- Collects payments and prepares deposits for a variety of events (e.g. fines, fees, and fundraisers, etc.) for the purpose of completing transactions and/or securing funds.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. meetings, field trips, building usage request, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains manual and electronic document files and records (e.g. emergency information, facility use, time sheets, work orders, expense reimbursements, etc.) for the purpose of providing up to date information and/or historical reference.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Has a diversity of duties and responsibilities involving knowledge and application of district policies and procedures that require considerable independent judgment in the determination of actions to be taken.
- May be called upon to make travel arrangements for administrators or staff.
- Consistent and regular attendance is an essential function of this position.
- Required to use time clock system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.

- Ability to work to implement the vision, mission and values of the district.

### **Other Job Functions**

- Be able to understand and submit online reports to state and federal agencies.
- Have the ability to learn new systems and software.
- Ability to prioritize, multi-task and change directions quickly.
- Maintain strict confidentiality
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Monitor copy machine and fax. Place service calls as needed.
- Attend meetings and trainings and directed.
- Adhere to good safety practices.
- Adhere to all district rules, regulations, and policies

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and pertinent codes and regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working independently; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; setting priorities; and establishing and maintaining effective working relationships.

### **Physical Demands**

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. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

### **Conditions and Environment**

Employee will be required to regularly work inside. This job is performed in a generally clean and healthy environment.