



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

CTE Administrative Assistant – Northland Career Center

FLSA Status:

Non Exempt

Qualifications:

High School graduate (or equivalent)
Additional preparation and/or college work related to educational office training preferred
Strong computer skills; competence in Microsoft Office/Google Documents

Experience:

Job related experience with increasing levels of responsibility
Strong interpersonal and organizational skills

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary

Schedule:
Range 16

Reports to

Northland Career Center Director

Terms of Employment

11 months, 8 hours per day, with benefits according to Board policy.

Purpose Statement

Assists the Director in the successful management and operation of the Northland Career Center's business functions.

Essential Job Functions

- Operates personal computer and peripheral equipment, photocopier, 10-key calculator, and other office equipment with high degree of skill.
- Performs budgeting, requisitioning, and bookkeeping tasks as needed following established district rules and regulations.
- Maintains files and records.
- Coordinated department budgets within the Career Center.
- Provides accurate records for audit purposes on all resources and expenditures related to the Career Center.
- Has a diversity of duties and responsibilities involving knowledge of district policies and procedures that require considerable independent judgment in the determination of actions to be taken.
- Is the first backup to the front office administrative assistant and will relocate to the front office when that person is not in the building.
- Greets visitors and clients in a pleasant, respectful manner and responds to inquiries in a timely manner.
- Answers phone in a pleasant, respectful manner and routes calls to appropriate personnel.

- Answers doorbell by communicating with those to verify they should be entering the building.
- Counts and reconciles books and deposits.
- Efficiently responds to questions of staff and community patrons.
- Independently, or as assigned, composes confidential and general correspondence, reports, memorandums, forms, and statistical data.
- Data entry related to the Career Center.
- Submits purchase orders, orders, supplies and materials as needed for the district.
- Manages and submits mileage forms and time cards for personnel.
- Checks in purchases.
- Monitors and tracks leave requests.
- Assists with scheduling and enrollment of students.
- Produces bulletins, newsletters, and programs as needed.
- May open and sort mail.
- Attends meetings, participates in committees.
- May be called upon to make travel arrangements for administrators or staff.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Understands and submits online reports to state and federal agencies.
- Possesses ability to learn new systems and software.
- Prepares student and teacher handbooks.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Maintains strict confidentiality.
- Monitors copy machines and fax. Places service calls as needed.
- Attends meeting and trainings as directed.
- Adheres to good safety practices
- Adheres to all district rules, regulations and policies.
- Performs all other duties are required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactory perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's 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 up to 40 pounds, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing.

Conditions and Environment

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