

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Administrative Assistant/Technology

**FLSA:** Non-Exempt

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### GENERAL SUMMARY

Under general direction from the Chief Information and Technology Officer, the Administrative Assistant ensures that the district **Vision, Mission and Goals** are achieved. Performs various routine to moderately complex administrative, bookkeeping, secretarial and clerical work requiring knowledge of practices, policies and procedures of the school district in order to effectively support operations of the Technology Department. The Administrative Assistant will provide specific administrative support through general clerical, data entry, communication and other specific tasks related to management of the Technology Department. Reports to the Chief Information and Technology Officer.

### ESSENTIAL FUNCTIONS

Provide direct administrative support to the Chief Information and Technology Officer.

Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills.

Screens and directs general phone calls and messages for Chief Information and Technology Officer.

Schedule and track appointments and maintain schedules for Chief Information and Technology Officer.

Must maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc.

Assists with the smooth and efficient operation of the Technology Department using technology and interpersonal skills; researching and compiling data, and scheduling meetings, placing and receiving phone calls, taking phone messages/referring to appropriate person.

Prepares, types, electronically scans, copies, files, transmits and/or mails documents of confidential nature to district administrators and legal counsel.

Responsible for scanning and transmitting electronically all information presented per Board Meeting through Board Docs.

Perform a variety of routine-to-moderately complex or specialized duties, which include but are not limited to composing and/or preparing reports and correspondences, researching and compiling data, scheduling meetings and preparing meeting materials including presentations.

Maintains computer record-keeping operations, establishes and maintains filing system, and makes travel and conference arrangements.

Develops and/or maintains various records, reports and/or spreadsheets using a variety of applications and word processing and accounting software.

Assists in gathering and organizing budget preparation information and assists in entering recommended and approved general budget data, Keep track of all technology budgets.  
Responsible for checking all mileage forms and travel reimbursement claims submitted for payment.

Maintains files for the authorization for travel.

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Assists the Chief Information and Technology Officer in maintaining time, attendance and absentee files.

Create and update work orders, prepare and revise when necessary all division forms.

Perform other related duties as required.

### **JOB SPECIFICATIONS**

#### **Education, Certifications, and Experience:**

Job requires a high school diploma or equivalent with a degree in Business or 3 years of verified secretarial, business or technical related experience. Previous experience in personnel administration preferred.

#### **Knowledge:**

Knowledge of general secretarial duties including, but not limited to: keeping logs and records of various activities, basic timekeeping, bookkeeping, general Berkeley County School District policies and procedures. Must know how to keep abreast of changes in policy, standards, procedures, and pertinent regulations. Applicant must be proficient in MS Word, Google, MS Excel, and have experience working with MS Access databases.

#### **Skills/Effort:**

Individual is expected to work diligently both individually and under supervision of appropriate supervisor, as well as have the ability to work collaboratively with others to support Technology Plan objectives. Individual is expected to take ownership of tasks and follow through on responsibilities. Individual must also be willing to thoroughly execute tasks and duties potentially outside scope of job description as directed by supervisor(s).

#### **Working Conditions:**

Office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to 35 lbs. Occasional local travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment. Smoke free district.

#### **Responsibility:**

Job responsibilities as described above.

### **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

### **SIGNATURES:**

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Date: \_\_\_\_\_

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Date: 

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