



Clerical Job Description

Administrative Assistant

Descriptors

Position Title: Administrative Assistant **Department:** Program / Building
Position Classification: Level IV Clerical **Reports To:** Program / Building Administrator
Exempt Status: Non-Exempt **Revision Date:** 2/2019
Supervisory: No

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Assist the administrator by providing students, staff and community with knowledgeable and professional administrative support services, in addition to data management, student tracking, budget management and working with various technology applications in an efficient and timely manner so that overall district educational objectives may be achieved.

Essential Duties and Responsibilities

10% General Office Duties

- Answer direct, building and administrator line(s)
- Answer complex questions and handle escalated calls
- Assemble and manage mailings
- Point of contact for office supply vendors
- Copy, file and maintain paper or electronic files

40% Information Technology

- Pull reports from databases with multiple changes to parameters
- Sort and export data
- Complete spreadsheet projects that include data entry, sorting data, creating formulas and performing calculations
- Work with multiple databases and programs
- Compile, coordinate and contribute to written correspondences
- Assist others with technology questions and issues and provide backup on software applications within department and building

20% Bookkeeping

- Prepare PO's for review
- Reconcile monthly P-Card statements
- Maintain and order office supplies
- Apply appropriate budget codes to invoices
- Verify and prepare deposits
- Receive payments

- Prepare bills and collection notices
- Reconcile billings
- Track grants
- Process online payroll
- Manage credit payments and refunds

25% Staff Support

- Support a designated group or level and/or administrator
- Access, prioritize and handle administrator emails
- Attend meetings as a proxy for administrator
- Take meeting notes
- Attend trainings and meetings to gather information for department or administrator
- Manage daily office operations
- Schedule and arrange meetings
- Make travel and workshop arrangements
- Coordinate building and department events
- Prepare cost comparisons and research costs against budget
- Review purchases against budget
- Approve electronic timesheets for employees
- Facilitate coverage for classrooms when needed
- Code and approve 3rd party substitute timesheets

5% Professional Development

- Attend meetings, in-services, and workshops as required

Perform other duties as assigned or requested.

Work Requirements and Characteristics

Education/Certification Requirement:

- 2 years of post-secondary education, 4 year degree preferred or any combination of applicable experience and education

Experience:

- 3 to 5 years of previous office, computer and accounting if applicable
- 2 years of experience in a school environment desired
- 2 to 3 years of previous experience with a 4 year degree

Essential skills required to perform the work:

- Ability to communicate effectively with diverse populations
- Advanced clerical skills
- Advanced word processing and spreadsheet skills
- Organizational and time management skills
- Knowledge of the department and/or program
- Basic account/bookkeeping skills
- Conflict resolution skills
- Leadership skills
- Strong interpersonal skills
- Advanced ability to utilize different software programs
- Position requires advanced proficiency in technology, working collaboratively with office and district staff, and foreseeing and planning for upcoming scheduled events in a timely manner
- Valid MN driver's license if required for position

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Utilizes multiple software, databases and systems

Physical and Mental Requirements

Physical Job Requirements:

- Position involves extended periods of sitting while entering computer data
- Position involves occasional stooping to reach file drawers
- Position involves frequent fingering keys on word processing equipment and repetitive motions operating same
- Position involves occasionally lifting up to 20 pounds of computer reports, office supplies or mail.

Mental Job Requirements:

- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires exercising confidentiality in handling School District information.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires meeting deadlines.

Hazardous Working Conditions:

- Normal office conditions
- Position may travel between buildings as needed

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.