

# 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:** 1/1/2013  
**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% Phone/Mail/Photocopy, Etc

- Answer direct, building and administrator line
- Provide detailed answers and handle escalated calls
- Assemble mailings
- Photocopy materials as needed
- Serve as the designated office equipment representative

- Schedule and arrange meetings
- Make travel and workshop arrangements
- Access, prioritize and handle administrator emails
- Coordinate building and department events
- Prepare cost comparisons and research costs against budget
- Review purchases against budget
- Approve My Time timesheets

#### 40% Spreadsheet/Data Entry/Technology/Word processing

- Pull reports out of database with multiple changes to parameters
- Sort and export data
- Update web page and portals
- Complete excel projects that include data entry, sorting, formulas and calculations
- Work with multiple databases and programs
- Compile, coordinate and contribute to correspondences
- Assist others with technology questions and issues and provide backup on software applications

#### 20% Bookkeeping

- Prepare PO's for review
- Maintain and order office supplies
- Code bills
- Verify and prepare deposits
- Receive payments
- Prepare bills and collection notices
- Reconcile billings
- Track grants
- Process online payroll
- Manage credit payments and refunds

#### 5% Office and Department Management

- Manage daily office operations

#### 20% Staff Support

- Support an Administrator
- Attend meetings as a proxy for administrator
- Attend trainings and meetings to gather information

#### 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 required, 4 year degree preferred

### **Experience:**

- 3 to 5 years of previous office, computer and accounting experience with 2 years of education
- 2 to 3 years of previous experience with a 4 year degree preferred

### **Essential skills required to perform the work:**

- Ability to communicate effectively with diverse populations
- Advanced clerical skills
- Advanced word processing and excel 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's
- 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

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

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Ability to utilize 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 deadlines.

### **Hazardous Working Conditions:**

- Normal office conditions
- Valid MN driver's license if required for position

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.