



# Marquardt School District 15 Job Description

**Job Title:** District Office Administrative Assistant/Receptionist **Position Type:** Full time, Non-Certified, 12-month  
**Supervises:** N/A **Reports To:** Assistant Superintendent of Human Resources  
**Evaluation:** Evaluated by the Asst Supt of Human Resources

**Role Purpose:** *To directly assist in the coordination of district office operations, department functions, responsibilities, and tasks.*

## Qualifications

- One year of secretarial experience
- High School Diploma
- Spanish speaking preferred

## Knowledge and Skills

- Collaborate and work cooperatively with District personnel
- Maintain and exercise strong interpersonal skills
- Understands how to build and maintain effective interdepartmental relationships
- Strong verbal and written communication skills
- Ability to plan, prioritize, and manage multiple projects simultaneously
- Demonstrates dependability and promptness
- Proficient skills in Microsoft programs, particularly Word and Excel

## Essential Responsibilities

- Welcome visitors to the district office and assist in their guest experiences while on site
- Answer incoming district calls and assist as needed or transfer to the appropriate department
- Provide excellent support to all staff, applicants, volunteers, and community members to handle questions, inquiries, and concerns in a friendly and efficient manner
- Distribute district mail to the appropriate departments and individuals
- Communicate, collaborate, and effectively assist district level administrators as requested
- Assist families in the student registration process
- Input student registration data as needed
- Demonstrate proficiency with regular operations using specific programs, such as Microsoft Excel, PowerSchool, IWAS, etc.
- Assist in the annual open enrollment process for employee insurance
- Update annual insurance documents and records
- Support the processing of employee health, dental, life, and disability insurance enrollment
- Assist employees to resolve problems and answer questions in regards to insurance coverage and benefits
- Upload employee documents to district database
- Ensure confidentiality regarding all district matters
- Additional duties as assigned by the Assistant Superintendent for Human Resources

## Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Frequent repetitive activities including hands, arms, and legs for clerical related work. The employee may occasionally lift and/or move up to

40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## Work Environment

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheets, and various databases. The employee shall use Board approved resources and technology. While performing the duties of this job, the employee regularly works inside a District setting and is subject to noise at a moderate level. At times, the employee may work in a setting subject to noises associated with an educational environment.

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job-related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

*\*\*\*The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.*

**Reviewed/Revised:** October 12, 2022