Revision Date: 9/17/2024

Department Head: _____

HR Signature: _____

Position: Administrative Assistant
Reports To: Varies (Principal or Director)
Salary Schedule / Grade: Refer to appropriate bargaining unit contract
F.L.S.A Status: Non-exempt

SUMMARY

Under general supervision, perform a variety of specialized secretarial, administration, and clerical tasks to support the day-to-day operations of a school or department. Maintain clerical records, prepare correspondence, and create reports from such records. May be required to indirectly supervise other lower level clerical positions.

The Dayton Way

- Screen calls and mail, responding to those that can be handled at the secretarial level and forwarding the remaining calls/mail to the relevant team member.
- Maintain control records on incoming correspondence and action documents.
- Coordinate appointments and meetings for team members. Maintain schedules and calendars of events for the assigned administrator and the overall department.
- Respond to general inquiries from employees, other departments, the Ohio Department of Education, attorneys, vendors, and the general public. Provide /share the appropriate information as directed.
- Assist in the allocation and assignment of work to team members as directed by the assigned administrator. Follow up on work-in-progress to ensure timely response / action.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Incumbent performs a majority of the following duties)

Customer Service

- Support and assist in providing quality services to students, staff, administrators, board members and the community.
- Organize and complete office projects, such as the preparation and distribution of invitations and special mailings; the assembly of guides, manuals, and training materials; etc.
- Respond to inquiries from internal and external parties by phone, email, letter, and in-person for the purpose of providing information, facilitating communication among parties, and/or referring to others.
- Screen supervisor's phone calls and mail. Respond to questions and requests that can be appropriately handled at the clerical level.
- Coordinate a wide variety of programs and/or activities (e.g. classroom and site staff coverage, state testing, graduations and ceremonies, etc.) for the purpose of meeting program and/or activity requirements as assigned.
- Orient new site personnel / team members (e.g. substitutes, staff, volunteers, etc.) regarding school and district practices (e.g. keys, folders, directions, building procedures, etc.)

- Oversee the work of office staff, student assistants, volunteers, etc. to meet work demands when assigned.

Calendar and Meeting Coordination

- Coordinate appointments for supervisor and building / department staff.
- Maintain supervisor's and department calendar of activities.
- Prepare and distribute agendas for building / department meetings in collaboration with meeting participants.
- Take, transcribe, and distribute meeting minutes.
- Coordinate and make travel arrangements for department staff as needed.
- Track, prepare, and submit travel expenses and staff reimbursements for payment.

Files and Records

- Maintain a standardized filing system, filing processes, and record retention requirements for assigned records.
- Set confidentiality standards for department records according to federal, state, and local regulations and applicable district policy.
- Maintain records and data in computerized information systems.
- Create, distribute, and process forms to collect needed information.
- Update records and associated data as required.
- Secure records and maintain the confidentiality of all information according to district policy.

Correspondence

- Prepare and type correspondence and reports for direct supervisor and building / department staff.
- Create routine memos and letters from general instructions.
- Review outgoing correspondence for format, spelling, punctuation, and grammar before submitting for supervisor's signature.

Reports

- Compile data from various sources for completing assigned reports.
- Prepare statistical reports, forms, and newsletters using various software applications.
- Print, copy, and collate forms and reports as required.
- Coordinate the distribution of materials to appropriate recipients.
- Copy, collate, and bind reports, logs, agendas, and other documents for distribution.

Financial Support

- Prepare requisitions, vouchers, budget forms, financial statements and other financial data to support building / department operations.
- Maintain detailed records to support financial transactions.
- Verify and reconcile purchase orders, warehouse stock requisitions, payment requests, and/or other treasury-related activities.

- Investigate and resolve questions regarding financial transactions in collaboration with the assigned supervisor.
- Maintain and inventory of supplies and materials to ensure item availability as needed.

HR / Payroll Matters

- Maintain time and attendance records for the building / department.
- Process HR and payroll transactions for building / department staff as required.
- Maintain a log of planned absences for building / department staff.

CORE BEHAVIORS & COMPETENCIES

Job-specific

- **Coping with Stress** = capable of handling interruptions to respond to urgent issues
- **IT Skills** = ability to use Microsoft Office, internet applications, and other software effectively in support of department duties
- **Maintaining Confidentiality** = ability to properly recognize and restrict confidential data to appropriate receivers of information
- **Analytical Thinking =** think critically and solve problems in difficult situations; capable of handling interruptions effectively; appropriately organize and prioritize work to meet HR and payroll deadlines
- **Data Accuracy =** Strong attention to detail in an environment with significant amounts of repetition; error-free entry and reliable audits that minimize HR and payroll errors
- **Organization Skills =** ability to share information in meaningful ways; able to store records for quick, accurate retrieval
- **Adaptability and Flexibility** = willingness to change methods and approaches as appropriate
- **Customer Service** = Providing a positive experience to every individual you encounter. Remaining professional in all situations. Responding to all customers in a timely manner

QUALIFICATIONS

Verifications

- Must pass Federal and Ohio Bureau of Criminal Identification and Investigation background check in accordance with Ohio Administrative Code Section 3301-83-06
- Must be keyboard proficient
- Level II (2) computer skills in Microsoft Word
- Level II (2) computer skills in Microsoft Excel
- Level I (1) computer skills in Microsoft PowerPoint

Knowledge & Experience

- Five (5) years of related experience, or an equivalent combination of education and experience
- Skilled in the use of word processing, presentation, and spreadsheet software
- Demonstrated expertise working with internet applications and online tools
- Ability to operate, service, and maintain a variety of standard office equipment

PHYSICAL ATTRIBUTES/DEMANDS

- Ability to sit, walk, stand, bend, and reach / grab / handle objects

- Occasionally lift and/or move lightweight items up to 20 lbs.
- Ability to read and write to complete forms and reports

WORK ENVIRONMENT

- Regularly works in an office environment.
- Work may be subject to frequent interruptions
- Some assignments are subject to completion within strict timelines