



# Administrative Assistant

**Reports to:** Director

**Division:** Central Office Divisions

**Structure/Grade:** Unified 114

**Workdays:** 246 Days

## Position Summary

Perform routine and non-routine clerical and administrative tasks to support office operations, including tasks pertaining to finance management, payroll processing, scheduling, record maintenance, and event coordination. Perform duties with moderate to little supervision as an experienced-level individual contributor.

## Essential Job Duties

- Manage payroll functions, ensuring accurate collection of information, timely processing of payroll, and maintenance of precise records.
- Provide comprehensive administrative support, including scheduling meetings, drafting correspondence, maintaining files and databases, and coordinating travel arrangements.
- Communicate effectively with staff and external parties to ensure adherence to policies, procedures, and legal requirements.
- Oversee office operations such as ordering supplies, managing budgets, handling logistics, and maintaining a work unit filing system.
- Serve as the primary point of contact for internal and external stakeholders by answering phones, greeting visitors, transferring calls, scheduling appointments, and managing supervisors' calendars.
- Assist in the preparation of reports.
- Maintain personnel records, including payroll documentation and vacation/sick leave statements.
- Track monthly travel requests and reimbursements according to established procedures.
- Perform bookkeeping duties and support budget management activities.
- Assist with event coordination as required.
- Process incoming and outgoing mail.
- Provide insight on process improvements and successful outcomes and make recommendations for solutions as appropriate.
- Perform additional duties as assigned.

## Qualifications

- High school diploma with at least six (6) years of related experience, required.
- Associate degree with at least four (4) years of related experience, preferred.

## Knowledge, Skills, and Abilities

- Knowledge of relevant organizational policies and procedures
- Good computer skills, including the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills



- Good problem-solving skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to work independently on assignments and projects that are varied and may be complex
- Ability to anticipate tasks
- Ability to maintain confidentiality

#### Physical Demands and Work Environment

- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

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

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*