



# Assistant, Administrative

<b>Reports to:</b>	Director	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Central Office	<b>Structure/Grade:</b>	Unified 114
<b>Division:</b>	Central Office	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

Performs 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. Performs duties with moderate to little supervision as an experienced-level individual contributor.

## Essential Job Duties

- Manages payroll functions, ensuring accurate collection of information, timely processing of payroll, and maintenance of precise records.
- Provides comprehensive administrative support, including scheduling meetings, drafting correspondence, maintaining files and databases, and coordinating travel arrangements.
- Communicates effectively with staff and external parties to ensure adherence to policies, procedures, and legal requirements.
- Oversees office operations such as ordering supplies, managing budgets, handling logistics, and maintaining a work unit filing system.
- Serves as the primary point of contact for internal and external stakeholders by answering phones, greeting visitors, transferring calls, scheduling appointments, and managing supervisors' calendars.
- Assists in the preparation of reports.
- Maintains personnel records, including payroll documentation and vacation/sick leave statements.
- Tracks monthly travel requests and reimbursements according to established procedures.
- Performs bookkeeping duties and supports budget management activities.
- Assists with event coordination as required.
- Processes incoming and outgoing mail.
- Provides insight into process improvements and successful outcomes and makes recommendations for solutions as appropriate.
- Performs 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 required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- 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 and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 4/6/2026*