

Administrative Assistant III

## GALENA CITY SCHOOL DISTRICT

**Position:** Administrative Assistant III

**Location:** TBD

**Reports to:** Business Manager

**Classification:** Classified

**Work year:** 260 days

**Salary:** Range 15

### **SUMMARY OR PURPOSE:**

To assure the smooth and efficient operation of the school office, events scheduling, communication needs, and assisting the district administration in clerical duties as needed.

### **QUALIFICATION REQUIREMENTS:**

- High School Diploma plus training
- Demonstrated capacity to utilize (or learn) SERRC's Maintenance Management System
- Demonstrated computer skills
- Excellent clerical skills
- Excellent interpersonal skills
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

### **PERFORMANCE RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Take and transcribe dictation of various types, correspondence, reports, notices, and recommendations from the administrative designee.
2. Review SERRC's Maintenance Management System and provide bi-weekly reports to the Superintendent and Maintenance Director regarding the status of work orders
3. Provide monthly reports to the Superintendent and Maintenance Director regarding the district's status pertaining to CIP funding eligibility
4. Maintain a regular filing system, as well as a set of locked confidential files, and process correspondence as needed.
5. Place and receive telephone calls and record messages.
6. Support the procurement of maintenance supplies and orders through the appropriate business procedures
7. Perform the scheduling and bookkeeping tasks associated with district purchase orders and travel.
8. Maintain a schedule of appointments and make arrangements for conferences and interviews.
9. Welcome visitors and arrange for their comfort, and screen unexpected callers in accordance with predetermined policy.
10. Perform other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must regularly 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 focus.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes. The noise level in the work environment is usually low to moderate.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

**GALENA CITY SCHOOL DISTRICT**  
**Evaluation Form**  
**Administrative Assistant III**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

It is the belief of the Galena City School District that evaluation can be an effective tool to improve performance. It is the goal of this evaluation to effect change in the direction of continually increasing professional excellence.

Comments may be written at the end for any or all indicators:  
 E=Exemplary                  S=Satisfactory                  N=Needs Improvement

	E	S	N
Take and transcribe dictation of various types, correspondence, reports, notices, and recommendations from the administrative designee.			
Review SERRC's Maintenance Management System and provide bi-weekly reports to the Superintendent and Maintenance Director regarding the status of work orders			
Provide monthly reports to the Superintendent and Maintenance Director regarding the district's status pertaining to CIP funding eligibility			
Maintain a regular filing system, as well as a set of locked confidential files, and process correspondence as needed.			
Place and receive telephone calls and record messages.			
Support the procurement of maintenance supplies and orders through the appropriate business procedures			
Perform the scheduling and bookkeeping tasks associated with district purchase orders and travel.			
Maintain a schedule of appointments and make arrangements for conferences and interviews.			
Welcome visitors and arrange for their comfort, and screen unexpected callers in accordance with predetermined policy.			
Perform other duties as assigned.			

**Evaluator's Comments:**

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**Administrative Assistant III's Comments:**

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The signatures below indicate that the Administrative Assistant III and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Assistant III's Signature: \_\_\_\_\_ Date: \_\_\_\_\_