

## Administrative Assistant

### Purpose Statement

The job of Administrative Assistant is done for the purpose/s of providing secretarial support to the assigned Administrator; acting as liaison between the Administrator and other parties; and monitoring assigned programs and/or projects.

### Essential Functions

- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data from a variety of sources (e.g. master schedules, handbooks, fee schedules, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and activities (e.g. meetings, schedules, appointments, calendars, workshops, luncheons, travel, game security, team physicals, etc.) for the purpose of maintaining efficiency of department/program operations and/or delivering services in conformance with established guidelines.
- Evaluates situations and events (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains a variety of documents, files and records (manual and computer) (e.g. personnel records, statistical/financial reports, schedules, contracts, record archives, budget, requisitions, pay rolls, vendor catalogs, eligibility information, emergency packets, etc.) For the purpose of providing up-to-date reference trail, availability of information as needed and ensuring confidentiality.
- Maintains documents, files and records (confidential and non-confidential) for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitors assigned site activities and/or program components (e.g. Budget, time sheets, mail handling, petty cash fund, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Performs record keeping (confidential and non-confidential) and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting an assigned administrator with necessary materials.
- Prepares a variety of written materials (e.g. Correspondence, agendas, minutes, lists, reports, memos, payroll, invoices, contracts, handbooks, reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. employment verifications, employee action requests, leave, resignations, retirements, salary calculations, purchase orders, new athletic equipment requests, reimbursements, entry fees, etc.) for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Records data into the financial system as administrator requires for the purpose of providing an up-to-date reference trail and ensuring compliance with established regulations.
- Researches a wide variety of topics (e.g. Current practices, policies, education codes, etc.) For the purpose of providing information for addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

### Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

### Job Requirements

#### Mental Requirements

**Learning Development- Level C** Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

**Problem Solving - Level 2** Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical, yet are relatively straightforward, obvious and well-defined once problems are understood. Responses come from the realm of prior learning and experiences

#### **Physical Requirements**

**Physical Skill - Level B** Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.

**Physical Effort - Level 1** Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

#### **Social Requirements**

**Human Relations Skill- Level A** Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

**Scope of Contacts - Level 2** Interpersonal contacts extend to peers in other work groups, or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.

#### **Work Environment**

**Performance Environment - Level B** Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.

**Physical Working Conditions - Level 1** Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

#### **Accountability**

**Level of Accountability -Level B** Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

**Organizational Impact - Level 2** Work results impact the accuracy, reliability, and acceptability of further results beyond the immediate work section. work results are noticeable and represent a portion of, or support product or service received by the customer or general public.

### **Experience, Education, and Certifications**

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High School diploma or equivalent.

**Certifications/Clearances:** Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

### **Compensation Details**

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 114

Work Calendar: Support 11 Month, 12 Month Short, or 12 Month Long