**Position Title:** Administrative Assistant I  
**Contract Length:** Varies  
**Date:** 04/30/09  
**Date of Last Revision:** 08/31/15  
**Job Code:** AD0515, AD0513, AD0511, AD051H  
**Pay Grade:** 19  
**FLSA Exemption Status:** NE  
**Job Family - Administration**

**Job Summary**
Under direct supervision, performs standard secretarial and administrative duties. May work for one or more individuals.

**Major Duties & Responsibilities**

<table>
<thead>
<tr>
<th>List most important duties first</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provides secretarial support to departmental staff and manager(s). Drafts and prepares all correspondence including letters, memorandums, agendas, reports, minutes, and other documents.</td>
</tr>
<tr>
<td>2. Receives, sorts, prioritizes, and distributes mail. Maintains department calendar and schedules appointments as needed. Answers calls, records messages, and re-directs inquiries to the appropriate individual or department. Attends to all visitors and staff.</td>
</tr>
<tr>
<td>4. Orders and maintains supplies for department. Utilizes PeopleSoft and/or SAP. Takes and transcribes dictation.</td>
</tr>
<tr>
<td>5. Performs other job-related duties as assigned.</td>
</tr>
</tbody>
</table>
# Houston Independent School District

## Job Description

<table>
<thead>
<tr>
<th><strong>EDUCATION</strong></th>
<th>High School Diploma or GED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WORK EXPERIENCE</strong></td>
<td>1 to 3 years</td>
</tr>
<tr>
<td><strong>TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION</strong></td>
<td>PeopleSoft, Microsoft Office, SAP</td>
</tr>
<tr>
<td></td>
<td>Office equipment (e.g., computer, copier)</td>
</tr>
<tr>
<td><strong>LEADERSHIP RESPONSIBILITIES</strong></td>
<td>No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.</td>
</tr>
<tr>
<td><strong>WORK COMPLEXITY/INDEPENDENT JUDGMENT</strong></td>
<td>Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.</td>
</tr>
<tr>
<td><strong>BUDGET AUTHORITY</strong></td>
<td>No budget development activity is required.</td>
</tr>
<tr>
<td><strong>PROBLEM SOLVING</strong></td>
<td>Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.</td>
</tr>
<tr>
<td><strong>IMPACT OF DECISIONS</strong></td>
<td>Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.</td>
</tr>
<tr>
<td><strong>COMMUNICATION/INTERACTIONS</strong></td>
<td>Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.</td>
</tr>
<tr>
<td><strong>CUSTOMER RELATIONSHIPS</strong></td>
<td>Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.</td>
</tr>
<tr>
<td><strong>WORKING/ENVIRONMENTAL CONDITIONS</strong></td>
<td>Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.</td>
</tr>
</tbody>
</table>