



Job Title: Administrative Assistant VI

Position Code: Classified

Job Classification: Exempt

Supervisor: Director

Pay Grade: 13A

Days per Year: 240 Days

Position Overview:

Under general supervision, the Administrative Assistant VI provides administrative support to the office and/or individuals in the assigned area of responsibility. The Administrative Assistant VI answers the telephone and routes to appropriate staff; responds to inquiries via telephone, email, or in person; and sorts and distributes mail. This position performs routine bookkeeping and clerical work to maintain accurate and up to date records; prepares correspondence; and copies and files documents. The Administrative Assistant VI ensures that financial activities comply with district policies and procedures, applies principles of accounting to analyze financial information, and prepares reports for administration and other stakeholders as required. This position may also administer departmental budgets and provide oversight of district systems. The Administrative Assistant VI must maintain a high level of confidentiality involving staff, student, financial, and strategic district information.

Essential Job Functions:

- Provides administrative support to the Director
- Develops short-term and long-term goals that support the philosophy and policies of the Superintendent
- Schedules meetings and interviews as requested
- Serves as a liaison between the Director and other departments
- Performs various routine clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; maintaining calendars; scheduling meetings; entering information into databases; making photocopies; and faxing documents
- Processes, receives, sorts, and distributes a variety of correspondence, deliveries, and mail
- Responds to requests for information from the staff and administrators; answers routine questions; directs visitors to appropriate locations
- Assists employees with payroll/attendance questions and issues
- Files and scans documents alphabetically, numerically, or by other prescribed methods
- Prepares, reviews, and/or processes a variety of routine correspondence, reports, logs, information, paperwork, invoices, forms, agreements, flyers, brochures, invitations, and/or other related information
- Tracks invoices
- Monitors and restocks office supplies and materials
- Provides support to district administration by maintaining accurate records of accounting transactions, ensuring that financial activities comply with district policies and procedures
- Verifies, allocates, and posts details of business transactions as well as maintains and monitors school budgets, payroll, and purchases
- Prepares purchase requisitions ensuring compliance with purchasing policies and procedures



- Reconciles and balances general fund accounts to ensure compliance
- Executes and oversees multiple budgets
- Compiles reports and records to display relevant statistics such as cash receipts and expenditures, accounts payable and receivable, and other items pertaining to operation of business
- Maintains receipt books; ensures receipts are written properly; balances receipt books at the end of each semester
- Prepares files for audit
- Positions in this classification may perform all or some of the responsibilities above and other duties as assigned

Required Knowledge/Skills/Abilities:

- Excellent written and verbal communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Proficient computer skills
- Ability to use the Internet
- Basic filing and record keeping skills
- Excellent time management skills with a proven ability to meet deadlines
- Excellent problem solving skills
- Ability to organize meetings and District events
- Ability to work in a collaborative environment and to respect and value the dignity of all
- Ability to function well in a medium-paced environment
- Knowledge of board policies

Education and Experience:

- High School diploma or GED required
- Associate's or Bachelor's degree in related field preferred
- Three years of experience in a high level administrative assistant position preferred

Working Conditions:

- Dexterity of hands and fingers to operate standard office equipment to type letters, reports, and other materials; bending, reaching to maintain files; hearing to answer telephone; speaking to exchange information; and sitting and operating a keyboard to enter data into a computer for extended periods of time
- Physical demands include lifting up to 15 pounds at waist height, sitting, standing, walking, bending at the waist, pushing, stooping, kneeling, twisting, turning, reaching, and stretching
- Minimum to moderate stress level
- The job is performed in a generally hazard free environment

Environmental Conditions:



- Indoor office and school environment
- Temperature - normal climate

Americans with Disabilities Act Compliance:

The Lancaster County School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender, ethnicity, national origin, place of birth, age, ancestry, disability, pregnancy and childbirth, familial or marital status, gender identity or expression, sexual orientation or any other basis prohibited by law.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.