

Administrative Assistant III 12, 11, 10.5 mo**Purpose Statement**

The job of Administrative Assistant III 12, 11, 10.5 mo is done for the purpose/s of providing administrative and secretarial support to assigned school site administrators; ordering materials and supplies; serving as a budget liaison; monitoring assigned activities; supporting other office staff as needed; and providing information, recommendations and/or direction as requested by assigned administrator.

Essential Functions

- Administers first aid and prescription medications to students (under the direction of a health care professional), as needed and/or assigned, for the purpose of providing emergency and necessary care in compliance with established guidelines.
- Collects payments for a variety of events (e.g. fines, fees, field trips, fund raisers, etc.) for the purpose of completing transactions and/or securing funds.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, attendance, field trips, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects, functions and/or program components for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. account balances, work order status, field trips, lunch, etc.) for the purpose of achieving goals and meeting target dates.
- Monitors students referred for illness or disciplinary action, as needed and/or assigned, for the purpose of ensuring their safety and welfare ensuring student welfare and maintaining a secure office environment.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a variety of documents (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Represents assigned Administrator in their absence, as assigned, for the purpose of conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Schedules a wide variety of activities, as needed and/or assigned, (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the

work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and concepts of grammar and punctuation; bookkeeping practices; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; health standards; office practices; recordkeeping and record retention practices.

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; analyzing data; classifying data and/or information; collecting money; customer service; screening telephone calls; using pertinent software applications.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships; accuracy and attention to detail; adapting to changing work priorities; diffuse argumentative behavior; organizing tasks; working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

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

Education: Targeted job related education that meets organization's prerequisite requirements.

Required Testing

None Specified

Continuing Educ./Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Pay Grade