

ADMINISTRATIVE ASSISTANT LEVEL II

Job Description: Support Staff

*Adopted 04.05.79; Amended 07.01.79; Amended 10.10.01;
Revised 07.09; Revised 04.22*

PAY SCALE: Administrative Assistant Level 2

QUALIFICATIONS: High school graduate with previous administrative assistant experience preferred. Bookkeeping and accounting experience, demonstrated competence in the use of computers and related software applications, demonstrated competence in public contact work, working knowledge of office procedures and the operation of common office machines, ability to handle multiple tasks and projects with attention to detail, excellent organizational skills and the ability to function under pressure in courteous, efficient and effective manner.

REPORTS TO: Administrator / supervisor to whom assigned.

JOB GOALS: To assist and relieve supervisor of paper work and impediments so that the office may play its effective part in the educational process.

TERMS OF EMPLOYMENT: 12 months per year.

EVALUATION: Performance of this job will be evaluated annually, prior to May 1.

RESPONSIBILITIES:

1. Answer the office telephone and respond courteously and appropriately to requests for information.
2. Obtain and organize pertinent administrative data as needed.
3. Maintain a regular filing system.
4. Perform any bookkeeping and record keeping tasks associated with the specific position.
5. Perform other such tasks and assume other such responsibilities as the supervisor may assign.