



TRINIDAD

School District #1

JOB DESCRIPTION

POSITION TITLE

Administrative Assistant

QUALIFICATIONS

High School Diploma

Clerical/Secretarial office experience

Computer literate

Ability to relate in a positive manner to fellow staff members

REPORTS TO:

JOB SUMMARY:

PERFORMANCE RESPONSIBILITIES:

- Assists with secretarial duties
- Answers phones and takes messages or routes phone calls as necessary.
- Receives guests, parents, sales persons, and students, etc.
- Distributes mail to proper personnel and/or departments.
- Publicizes district vacancy notices.
- Updates and revises documents and forms as needed
- Types welcome letters for new staff, thank-you letters for staff leaving.
- Updates classified and certified sub lists and sends updated lists to appropriate personnel within the district.
- Other clerical duties as assigned.

TERMS OF EMPLOYMENT

Ten, eleven or twelve month year. Salary and work year is to be established by Trinidad School District #1 Board of Education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Trinidad School District #1 Board of Education regarding Evaluation of Professional Personnel.

Staff Signature: _____ Date: _____

Supervisor: _____ Date: _____

Revised: 8/2017