



Union County Public Schools

Job Description

POSITION TITLE: Administrative Assistant - Clerical	TERM OF EMPLOYMENT: 10/11/12 months
DATE: 5/27/2026	DATE OF PREVIOUS REVISION: 11/30/2022
FLSA EXEMPTION STATUS: Non-Exempt	PAY GRADE:

JOB SUMMARY: Under direct supervision, a school-based Administrative Assistant provides clerical, secretarial, and administrative assistance to administrators at a school site, conveying information regarding school functions and procedures; and supporting the broad array of services provided to students, parents, instructional and support employees.

ESSENTIAL JOB FUNCTIONS

1.	Prepares, copies and distributes notices, memoranda or other correspondence for the purpose of informing both internal and external stakeholders regarding activities, events or other work-related matters.
2.	Assists in planning and scheduling school events and activities, and maintaining calendar of school and students' events for the purpose of coordinating and scheduling events such as orientation, open house, field trips, sporting events, assemblies, conferences, etc.
3.	Responds to inquiries from students, parents and employees, providing information, facilitating communication among parties and/or providing direction.
4.	Assists in maintaining inventories of supplies and materials for the purpose of ensuring items' availability.

DUTIES & RESPONSIBILITIES

	List most important duties first
1.	Accurately maintain school records, as required by state or federal laws, and Union County Board of Education policies, and/or school-based request, and adhere to confidentiality requirements of state and federal law.
2.	Assists visitors to the office, including staff, substitutes, parents, students and visitors.
3.	Answers telephone calls and provides information and assistance to callers



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4.	Registers new students, making sure forms are completed, obtaining transcripts and other documentation as needed, and entering data into computer system regarding enrollment and student records (e.g., transportation, free and reduced lunch program, attendance, withdrawals).
5.	Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
6.	Distributes incoming mail appropriately; handles outgoing mail.
7.	Participates in school level, district level and other meetings as directed by supervisor
8.	Effectively produces professionally written correspondence across various communication mediums, i.e. cell phone, computer
9.	Performs other duties as assigned

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
High School Diploma or General Education Diploma (GED)	Office Management Experience

KNOWLEDGE, SKILLS, AND ABILITIES

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:



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Sedentary/Light - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions
Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.