

# Administrative Assistant - Cabinet Member

Dept/Div: *Clerical*

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs intermediate skilled administrative support work developing and maintaining confidential records and reports supporting the complex and functions of office operations, positively greeting callers and visitors, monitoring and forwarding phone calls, addressing routine issues and problems, mail and direct inquiries, and related work as apparent or assigned. Work is performed under the general direction of the Cabinet Member.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Compiles, maintains and updates confidential records including student and personnel data, open enrollment, student count for special education programs, tuition agreements, billings, and budgets.

May serve as a lead to staff to include assigning and monitoring work and providing direction; training and supporting and serves as back-up to other department clerical staff.

Coordinates document preparation including handbooks and staff evaluations and distribution which includes: selecting appropriate forms and formats, composing correspondence, charts, memorandum, and minutes, and editing the work of others.

Generates and codes purchase orders, vouchers and billings for supplies, medical assistance, vendors, public and private resources and/or bus and van services.

Performs advanced secretarial and routine clerical work involving tasks such as maintaining statistical information, serving as a liaison for departments, distributing messages, copying, faxing, processing incoming/outgoing mail, filing, typing documents, and providing customer service to internal and external sources.

Arranges district calendar events for upcoming year.

Orders various supplies for office, building, and/or equipment from appropriate vendors.

Assists with preparing and reconciling reports for staffing and budgets.

Prepares legal information for attorneys concerning student expulsions and exclusions.

Coordinates and schedules various meetings and reservations including meetings with counselors, principal, staff, and other areas.

Prepares State and Federal reports as required.

Assists with emergency/disaster situations.

Acts as a notary when requested.

Assists with district security check-in procedures.

Demonstrates excellent customer service to students, staff, parents, visitors and the general public.

## Knowledge, Skills and Abilities

Thorough knowledge of the policies, practices, methods and techniques used in the administrative functions of a school office; thorough knowledge of prescribed school board policies and procedures; thorough knowledge of special education and student plans; thorough skill in oral and written communication; thorough skill in the use of personal computers and related software packages, hardware and peripheral equipment; ability to follow direction from others and to perform related office duties with limited supervision and oversight; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to type accurately and at a reasonable rate of speed; ability to meet the public effectively; ability to establish and maintain effective working relationships with associates, the School Board, parents, elected officials, students, staff, superintendent and the general public.

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## Education and Experience

Associates/Technical degree and considerable experience working with standard office programs, as an administrative assistant, or equivalent combination of education and experience. Bachelor's degree preferred.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

None.

Last Revised: 8/23/2017