

Administrative Assistant - Building Assistant - Senior Program

Dept/Div: *Clerical* FLSA Status: *Non-Exempt* **General Definition of Work**

Performs intermediate administrative support work maintaining state mandated system and student records, answering phones, greeting visitors, maintaining and updating teachers, room numbers and class information, and related work as apparent or assigned. Work is performed under the limited supervision of the Adult Programs Specialist.

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

Performs routine clerical work involving tasks such as document preparation and distribution, maintaining statistical information, distributing messages, copying, faxing, filing, scheduling appointments with office personnel and/or post secondary institutions, placing, receiving, stocking and distribution of supply orders.

Input data into various district databases.

Collects various routine information, updates manuals and handbooks.

Provides organization for beginning of the year activities, parent teacher conferences and awards night, orders supplies for staff, prepares and balances student registration day funds for deposit.

Processes building finance documents; processes invoices for payment, balances reports, counts money for deposits.

Manages and processes changes for the website.

Serves as a receptionist by greeting guests and answer phone; provides information or directs to appropriate staff; serves as back-up to other office administrative staff as needed.

Receives, sorts and distributes incoming mail.

Gathers information for, composes and processes bulletins and newsletters.

Provides supervision in halls, classrooms, and serves as back-up to District Center Front Office.

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

Performs other duties as assigned.

Knowledge, Skills and Abilities

General knowledge of standard office practices, procedures and equipment; general knowledge of school system routines and procedures; general knowledge of school policies and regulations; general knowledge of business English, spelling and arithmetic; thorough skill in oral and written communication; thorough skill using personal computers and related software packages, hardware and peripheral equipment; some skill using standard attendance software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to organize and perform work independently; 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 students, parents and associates.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience. Associates/Technical degree preferred.

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This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; 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: 7/1/2010