

ADMINISTRATIVE ASSISTANT
CONFIDENTIAL
Schedule 3 - A

DEFINITION

Under direction of the Chief Business Officer, the Administrative Assistant – will assist in the effective administration of the District’s financial programs by providing clerical and technical support services.

EXAMPLES OF DUTIES

The Administrative Assistant – will answer phones; disseminate mail; assist with accounts payable and receivable; balance checkbooks, prepare fuel invoicing. Transportation billing, use of facility billing, and print shop tracking and billing; make bank deposits; enter meal count forms and income data forms; make print shop deliveries as needed; update Board policies; assemble Board packets; and other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Working knowledge of basic office practices and procedures including the preparation of business correspondence and filing
2. Operation of common office equipment and machines
3. Correct English usage, spelling, grammar, and punctuation
4. Rules, regulations, laws, and policies governing the District

Experience

1. Broad and increasingly responsible clerical, secretarial, and accounting experience in a variety of computer programs, i.e., Microsoft Word and Excel

Education

1. Equivalent to completion of the twelfth grade

Ability to:

1. Interpret and apply school district policies, laws, rules, and regulations.
2. Take responsibility and use good judgment in recognizing scope of authority
3. Compose correspondence independently
4. Proficiency in typing correspondence, reports and technical data
5. Keep accurate books for all accounting needs of a district office

6. Deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise
7. Prepare oral and written reports
8. Operate office equipment
9. Understand and carry out complex oral and written directions
10. Perform accounting clerical work of greater than average difficulty
11. Make arithmetical calculations with speed and accuracy
12. Operate standard office equipment such as calculator, copier, typewriter and computer
13. Establish and maintain effective and cooperative relationships with those contacted in the course of work

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51% - 75% |
| 2. Occasional | = 25% - 50% | 4. Very Frequent | = 76% and above |

- 4 a. Ability to sit for extended periods of time
- 2 b. Ability to sit for extended periods of time and ascend and descend steps
- 4 c. Ability to see for the purpose of reading laws and codes, rules, policies, and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation
- 2 f. Ability to bend and twist, kneel, and stoop
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions

Adopted: January 9, 1996

Revised: October 10, 2017