

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Administrative Assistant I I

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform various routine-to-moderately complex clerical and secretarial work to help ensure efficient and effective school office operations. The position is responsible for greeting and assisting students and school visitors, maintaining various records and reports with accuracy, assisting with school programs and activities, providing professional and courteous customer service at all times, and performing related work as assigned; the incumbent may perform routine bookkeeping work as assigned. The position works under general supervision according to some procedures; decides how and when to complete tasks.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Greets office visitors and performs customer/public service duties as required.

Signs students in/out; issues tardy passes and early dismissal forms; signs visitors in/out.

Enters student records into computer database, including registrations/withdrawals, grades and other information; may maintain disciplinary records and prepare related notices and correspondence.

Compiles honor roll statistics and submits to staff and local newspapers.

Assists with new student registration and orientation, as well as student withdrawals.

Orders, issues and maintains inventory of supplies and materials for classrooms and office; receives and distributes materials from the District Office.

Prepares, types, copies, files, transmits and/or mails various routine and confidential letters of correspondence, forms, spreadsheets, records and reports.

Prepares and/or proofreads newsletters, handbooks, fliers and other publications.

Performs other routine clerical duties as necessary, which may include scanning documents, copying and filing documents, collating materials, faxing information, maintaining logs and lists, processing incoming and outgoing mail, sending and receiving faxes.

May perform routine bookkeeping tasks as assigned, including but not limited to processing accounts payable and receivable, collecting and accounting for student fees due for various activities, balancing receipts and preparing bank deposits, tracking individual accounts, and preparing financial reports and statements as required.

Assists in coordinating campus activities and events as required; may be required to assist in monitoring students between classes, during lunch and assemblies, and other times as requested.

Responds to inquiries and requests for assistance from school/District personnel, parents, and the general public in areas of responsibility.

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Attends meetings, training and workshops as required to enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs arithmetic operations; collects, classifies, copies, transcribes, enters, or posts data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion; speaks with or signals to people to convey or exchange information.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

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Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a high school diploma or GED.

One year of college or vocational school education in business, office administration, bookkeeping or related field preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires three -twelve months of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

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AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Building Supervisor/Department Head

Supervises:

N/A

PAY GRADE: From: 110A1 To: 110S2

Number of Months: 12 Number of Days: 254 Hours: 8

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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Board Approved 3/18/2016