

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Administrative Assistant

GENERAL DESCRIPTION

The essential functions of the positions within the organization is to perform routine clerical work, to maintain accurate and up-to-date student attendance records, to perform secretarial, bookkeeping and clerical work, preparing correspondence, copying and filing documents, in support of efficient and effective school office operations. The position is responsible for greeting and assisting school visitors and students, answering the telephone, maintaining records, entering computer data, ordering food and supplies, preparing work orders for maintenance needs, assisting with employee benefits administration, assisting with the processing employment applications, processing student registrations, coordinating meetings and appointments, providing assistance to supervisor and co-workers, providing professional and courteous customer service at all times, and performing related work as assigned. The position works under direct supervision according to set procedures.

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 personnel; takes messages as needed. May use two-way radio to communicate with personnel.

Greets office visitors, including students, parents and the general public; ensures all visitors/students sign in and out as required; prepares late passes for students; directs persons to appropriate area of the school and/or provides information and assistance as requested.

Provides a variety of information to visitors regarding school procedures, policies and methods.

Assists with new student registration and orientation, as well as student withdrawals; assists in maintaining accurate student records.

Maintains enrollment figures for all grade levels; classifies and enters student records with current codes.

Maintains school volunteer records.

Procures and monitors inventory of goods and equipment; monitors the use of department procurement cards; prepares related reports.

Types, copies, files, processes, mails and/or transmits various routine and confidential documents, which may include forms, correspondence, memos, reports, spreadsheets, notices and others.

Enters program records in computer to maintain updated data base; retrieves and generates computer reports/spreadsheets as required.

Calls and makes arrangements for substitute teachers as necessary.

Assists supervisor and other department staff by performing a variety of secretarial and clerical duties; performs other routine clerical work, including but not limited to copying documents, filing documents and retrieving files, sending and receiving faxes, assembling materials, running errands, processing daily mail, maintaining lists and logs, and other tasks.

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Receives and responds to inquiries and requests for assistance from school and District personnel, parents and the public.

May perform specialized duties as assigned, including but not limited to assisting in the health room, assisting with special event planning and implementation.

Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.

Assists the public and staff with completing applications for position vacancies within the District; processes new hire paperwork; fingerprints new hires and current employees as needed.

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.

Compares or inspects data, people, or things against a standard.

People Responsibility:

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

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 minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirement:

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

Uses addition and subtraction such as making change; may compute ratios, rates and percents.

Communications Requirements:

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

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

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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 semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

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 minor/moderate impact - affects those in immediate work area or unit.

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 little or no 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 some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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.

Vocational training in clerical studies, business, data processing 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.

Requires a valid state driver’s license.

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.

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Requires no prior experience, just a short demonstration.

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

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:

Director, Food Service

Supervises:

N/A

PAY GRADE: From: 110A1 To: 110S2

Number of Months: 12 Number of Days: 254 Hours: 7.5

Non-exempt

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

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Employee _____ Date _____

Board Approved 3/18/2016