

## **Administrative Assistant**

**Job Titles:** Administrative Assistant  
**Department:** Clerical  
**Reports to:** Superintendent

### **Summary**

Administrative assistants provide clerical support to administrators and other staff members.

### **Essential Duties and Responsibilities**

An individual who holds this position must:

Type correspondence, letters and memos, purchase orders, check requests, forms, etc. for administrators

Prepare routine correspondence

Answer phones, respond to routine questions, schedule appointments and route calls to appropriate staff

Maintain files

Keep schedules for administrators

Make travel arrangements for administrators

Other duties as assigned

### **Supervisory Duties**

None

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Qualifications**

#### **Education**

High school graduate and at least two years clerical experience

#### **Certificates, Licenses, Registrations**

None, however a keyboarding skills test will be administered

### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals

Write simple and complex reports and correspondence

Speak with members of the public and other staff members

#### **Computation**

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

#### **Reasoning**

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An individual who holds this position must have the ability to:  
Interpret instructions furnished in written, oral, diagram or schedule form  
Solve problems when such problems have a variety of concrete variables

### **Technology**

An individual who holds this position must:  
Have strong computer skills including word processing, and working with spreadsheets and databases  
Be able to understand and submit online reports to state and federal agencies  
Have the ability to learn new systems and software

### **Other Skills and Abilities**

An individual who holds this position must have:  
Strong interpersonal skills  
The ability to work closely with a variety of staff members and the public  
The ability to safeguard confidential information

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

### **Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The work environment is consistent with a typical office environment.