DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	**Administrative Assistant – Department**	**Wage/Hour Status**:	Non-Exempt
Reports to:	Department Director	**Pay Grade**:	AS-5
Dept. /School:	**Assigned**	**Date Revised:**	7/1/2026

Primary Purpose: Under moderate supervision organize and manage the routine work activities of a central administrative department office and provide clerical support to a director or department head and other staff members.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:

- Proficient skills in keyboarding, data entry, word processing, and file maintenance
- Ability to use software to develop spreadsheets and databases and do word processing
- Ability to prioritize workflow to address the multiple needs of the supervisor or the department
- Ability to multi-task numerous complex administrative activities
- Basic math skills
- Effective communication and interpersonal skills

Experience:
Two years secretarial experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

- Prepare correspondence, forms, reports, manuals, and presentations for the department head and other department staff members.
- Compile, maintain, and file all reports, records, and other documents as required.

Accounting

- Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
- Order and maintain inventory of office supplies and program equipment.
- Monitor and process personnel time records including leave requests and reports and submit in accordance with district procedures.

Other

- Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
- Maintain a schedule of appointments and make travel arrangements for department staff.
- Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
- Receive, sort, and distribute mail and other documents to department staff.

- Maintain confidentiality of information.
- Other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: May work prolonged or irregular hours**;** occasional districtwide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____ Date _____