

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

ADMINISTRATIVE ASSISTANT, DISTRICT

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Postsecondary training or college credit preferred.
- (3) Four (4) years successful secretarial/clerical experience.
- (4) Computer proficiency.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer software, office equipment, office practices and procedures. Knowledge of School Board policies that relate to job functions. Knowledge of district accounting, human resources and payroll practices. Ability to use business math and basic bookkeeping applications effectively. Ability to communicate orally and in writing. Ability to schedule time, establish priorities and work efficiently. Ability to compose correspondence and prepare reports in an articulate manner. Ability to compose letters, memoranda and other documents. Ability to use word processing, spreadsheet and database applications. Ability to promote a harmonious atmosphere and smooth flow of business. Skill in handling constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to answer the telephone in a professional and courteous manner. Ability to handle sensitive information with confidentiality. Knowledge and understanding of all clerical positions within the office. Ability to manage the office. Ability to take initiative to begin projects without supervision.

REPORTS TO:

Assigned Administrator

JOB GOAL

To assist the department head with the administrative operations of the department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

Service Delivery

- *(1) Perform clerical duties required by activities and functions of the workplace including preparing and sending correspondence; receiving and routing incoming/outgoing mail and courier deliveries; setting up and maintaining files; handling personnel records and requests; preparing, processing and submitting required applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
- *(2) Greet visitors and direct them to the appropriate area.

Administrative Assistant - Continued

- * (3) Prepare materials for dissemination to school, district staff, parents and community.
- * (4) Coordinate the preparation and distribution of information related to the department's area(s) of responsibility.
- * (5) Coordinate data entry for the exceptional student education programs.
- * (6) Oversee the operation and maintenance of office equipment and report malfunctions for necessary repairs.
- * (7) Maintain and/or process all files in an alphabetical or chronological system.
- * (8) Maintain worksite personnel records concerning employment, sick leave, annual leave, certification, travel and other related areas.
- * (9) Maintain home school records.
- * (10) Obtain, assemble and organize pertinent data into usable form for local, state and federal audits.
- * (11) Assist supervisor with data as required by audit.
- * (12) Perform financial duties required by the activities and functions of the workplace, including initiating and processing requisitions, assisting in preparation and maintenance of budget, processing time sheets for payroll and other assigned projects.
- * (13) Maintain supply inventory.
- * (14) Maintain petty cash account(s).
- * (15) Submit and monitor work orders.
- * (16) Maintain payroll file and enter data.
- * (17) Maintain the administrator(s) calendar.
- * (18) Research and assemble information and background material for administrator's meetings.
- * (19) Make arrangements for meetings and conferences.
- * (20) Make travel arrangements and handle paperwork.
- * (21) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (22) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (23) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (24) Ensure adherence to good safety standards.
- * (25) Maintain confidentiality regarding school/workplace matters.
- * (26) Model and maintain high ethical standards.
- * (27) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (29) Assist staff with employee benefits including the yearly insurance review.
- * (30) Handle workers' compensation claims at the department level.
- * (31) Answer telephone in a courteous and professional manner.
- * (32) Assist public by answering routine questions, scheduling appointments and completing forms.
- * (33) Exercise service orientation when working with others.
- * (34) Keep supervisor informed of potential problems or unusual events.
- * (35) Use effective, positive interpersonal communication skills.
- * (36) Respond to inquiries and concerns in a timely manner.
- * (37) Serve on school/district committees as required or appropriate.
- * (38)

Administrative Assistant - Continued

System Support

- * (38) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other personnel as directed by supervisor or required by School Board policy.
- * (39) Perform data entry as necessary.
- * (40) Exhibit interpersonal skills to work as an effective team member.
- * (41) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (42) Demonstrate support for the school district and its goals and priorities.
- * (43) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (44) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (45) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.