

JOB DESCRIPTION

JOB TITLE: District Administrative Assistant (Secretary); Special Services

Report Identification Code: edadas

Job Purpose Statement: The job of "District Administrative Secretary" is done for the purpose of providing secretarial support to assigned administrator and department personnel, school site administrative and secretarial staff, and other district staff; communicating information regarding department/district functions, procedures, policies, and applicable regulations to staff, the public, other districts and/or local, state or federal agencies; ensuring compliance with financial, legal and administrative requirements of assigned functions; and providing information and/or direction as may be requested.

Essential Job Functions:

- * **Administers** assigned programs and projects for the purpose of meeting district, state and/or federal guidelines and regulations.
- * **Composes** documents for the purpose of communicating information to district staff, the public, and local, state and/or federal agency personnel.
- * **Evaluates** situations involving administrators, district staff, parents, and the public for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- * **Maintains** records, files, and/or accounts for the purpose of providing an up-to-date reference and ensuring availability of accurate information and audit trail for compliance.
- * **Monitors** assigned activities and program components for the purpose of ensuring compliance with district, state and federal policies and requirements.
- * **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- * **Processes** documents and materials for the purpose of disseminating information to appropriate parties.
- * **Reconciles** budget accounts as assigned for the purpose of maintaining accurate balances, ensuring payment, and complying with accounting practices.
- * **Responds** to inquires/requests of administrators, school site administrative and secretarial staff, other district personnel, and the public for the purpose of providing information and/or appropriate action or direction as may be required.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Attends** meetings/trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.
- * **Provides** telephone and visitor support to reception area on a rotating basis for the purpose of ensuring continuity of office services.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience with increasing levels of responsibility

* **Skills, Knowledge and/or Abilities Required:**

Skills to: operate standard office equipment including pertinent software applications; use English in both written and verbal form to communicate effectively with staff, the public, and local, state, and/or federal agency personnel; perform basic arithmetic calculations and accounting procedures; establish and maintain accurate and detailed records; make judgments based on common sense; plan and manage multiple projects; perform tasks in an environment with distractions and interruptions; use correct spelling, grammar and punctuation; and prepare clear and accurate reports.

Knowledge of: regulations, policies, codes and/or laws related to assigned administrative area; basic budgeting, financial and statistical record keeping; modern office methods; and problem-solving methodology.

Abilities to: understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; read/interpret/apply pertinent codes, policies, regulations and/or laws; adhere to safe work practices; work cooperatively with others; adjust to flexible work assignments; provide direction to others; work under time constraints; maintain confidentiality of applicable records; work accurately, with attention to detail and with minimal supervision; meet deadlines and schedules; and think logically.

Significant physical abilities include sitting for prolonged periods, reaching/handling/fingering/feeling, talking/hearing conversations and other sounds, near/far visual acuity/ visual accommodation.

* **Education Required:** High school diploma or equivalent

* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance

Preferred Qualifications:

- Knowledge of Public Education and/or Special Education