

JOB DESCRIPTION

JOB TITLE: Assistant Secretary

Report Identification Code: edaasc

Job Purpose Statement: The job of "Assistant Secretary" is done for the purpose of assisting secretarial staff in supporting site administrative functions; conveying information regarding district functions and procedures; and ensuring compliance with financial, legal and administrative requirements of assigned functions.

Essential Job Functions:

- * **Evaluates** situations involving staff and the public for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- * **Maintains** records, files, schedules, machines and supplies for the purpose of providing an up-to-date reference and ensuring availability of accurate information and supplies.
- * **Monitors** assigned activities and program components for the purpose of ensuring compliance with district, state and federal policies and requirements.
- * **Performs** essential job functions of other office staff in their absence for the purpose of ensuring continuity and completion of office functions.
- * **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** accounts as assigned for the purpose of maintaining accurate balances and complying with accounting practices.
- * **Responds** to inquires/requests of staff and the public for the purpose of providing information and/or appropriate action or direction as may be required.
- * **Supports** administrative personnel, staff for the purpose of providing assistance with their job functions, activities and/or needs.

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 and/or trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.
- * **Performs** essential job functions in print shop for 8 hour shift during peak printing times
- * **Performs** support tasks for the Business Office as needed during peak times.

Job Requirements - Qualifications:

- * **Experience Required:** Some job-related experience

* **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 and the public; perform basic arithmetic calculations; perform tasks in an environment with many distractions and interruptions; use correct spelling, grammar and punctuation.

Knowledge of: rules and regulations related to assigned building; basic accounting procedures; modern office methods; problem-solving methodology; Rules and Regulations related to operation of non-CDL over the road district vehicle.

Abilities to: understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; perform a variety of tasks; maintain accurate records; develop schedules; work cooperatively with others; read/interpret/apply pertinent codes, policies, regulations and/or laws; adhere to safe work practices; adjust to flexible work assignments; make common sense decisions; work under time constraints; maintain confidentiality of records; work accurately, with attention to detail and with minimal supervision; meet deadlines and schedules; obtain quotes, work with vendors, and think logically.

Significant physical abilities include sitting for prolonged periods, stooping/kneeling, reaching/handling/fingering/feeling, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation, and operate non-CDL type vehicles for routine pick-up and delivery.

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

* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability