

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Clerical-Administrative Assistant **LOCATION:** Various Schools and Offices

JOB CATEGORY: Professional Support **PAY GRADE:** Grade 7

FSLA: Non-Exempt

IMMEDIATE SUPERVISOR:
Assigned Director or Principal

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs a variety of complex administrative duties and provides support to the administrative personnel. Processes and transmits information to school personnel and other organizations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations may include, but not be limited to, the following functions/tasks:

- Serves as administrative assistant to either/or the Superintendent, Assistant Superintendent for Administration, a division Director, or Principal; greeting visitors and answering the telephones, providing information; keyboarding correspondence, and related matters; preparing and maintaining files and records;
- Prepares general correspondence, memorandum, reports, contracts, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction;
- Answers correspondence as directed by supervisor;
- Communicates orally and in writing effectively with school personnel, parents, and the general public;
- Maintains appointment calendar, schedules appointments, conferences, and meetings;
- Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and procedures;
- Collects and prepares data for records and reports;
- Maintains records and generates appropriate reports;
- Makes arithmetical calculations; requisitions supplies and materials for office and office copy equipment;
- Processes personnel forms and requests;
- Performs multi-pragmatic tasks successfully;
- Attends meetings and takes notes of minutes; processes documents and other materials as needed;
- Maintains knowledge of current laws and county policies/procedures affecting the office or school division;
- Receives, sorts and processes mail;
- Operates standard office equipment to include, word-processing, and data processing equipment, copiers, laminators, etc.;
- Supplies routine information to staff members, building administrators, and others;
- Assists and trains other clerical personnel, as necessary;

- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Maintains confidential information of office related information;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by administration in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of agency programs and policies; ability to keyboard or word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office practices/procedures and extensive clerical and secretarial experience.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by the supervisor