

# Administrative Assistant

## Wages

[Classified #2 Salary Schedule: Range 10](#)

## Description

This position provides clerical and administrative support services for the district administrative office, assisting in accounts payable, payroll processes, grants, and other areas as assigned. The position also provides administrative support at the school level, assisting students, parents, and teachers. Office staff are frequently parents' and students' first contact at the district or the school. Accordingly, a positive demeanor, ability to problem-solve, work under pressure and timelines, and multi-task are all essential. This position deals with Infinite Campus, scheduling, supplies, attendance, relaying messages, answering questions, assisting with the website, and more.

## Qualifications

High school diploma or equivalent is required and proficient computer skills, including familiarity with word processing software, as well as other general office skills. Employee must be cooperative and able to work as part of a team. Employer prefers individuals who can perform a variety of tasks and satisfy the needs of the many departments/functions. In addition, applicants should have good writing and other communication skills, be detail oriented, and be adaptable. Employee must be familiar with business office machines such as fax, copier, scanner, computers, etc. Employee must not have any physical limitations that would prevent performing and of the job duties.

## Specific Duties

1. Assist accounts payable clerk in filing, processing purchase orders and vendor invoices (Account Clerk I does not issue checks).
2. Assist the payroll clerk with filing, processing, data gathering, data entry, employee authorizations, and other payroll related duties.
3. Assist Business Supervisor with the administration of the accounting process when necessary.
4. Perform administrative support requirements such as completing forms, reports, and other documents required by local, state, and federal agencies.
5. Assist or perform other duties as assigned.
6. Answer phone calls and perform front desk customer service when necessary.
7. Receive and log deposits then provides deposit logs to the Business Supervisor.
8. Coordinate centralized purchases or bid purchases for the district to reduce per unit costs and take advantage of volume discounts.
9. Receive, maintain and distribute warehouse supplies.
10. Coordinate worker's compensation issues with proper authorities and entities.
11. Coordinate non-health insurance claims with proper authorities and entities

12. Utilize Infinite Campus, Hapara, and other technology platforms to support student success.
13. Perform duties as assigned by principal and/or other supervisor.

### **Performance Indicators**

1. Positive interaction with the public including teachers, parents, community members, students, and others.
2. Timely and accurate processing of work, projects, and assigned duties.
3. Clear communication, both in writing and the spoken word.
4. Initiative to work independently, balanced with seeking feedback when stuck.
5. Positive and productive interpersonal relationships with other staff members.
6. Attendance and timeliness.
7. Knowledge of and proficiency in administrative support tools such as software programs, business machines and service.
8. Planning and organization.

### **Physical Requirements**

The successful candidate must be capable of standing and walking without restrictions. The employee must have the ability to reach, grasp, handle and grip without difficulty on a continuous basis. Stooping and bending or squatting are required on a frequent basis, ranging from slight forward bending to floor level. The employee must be able to push and pull up to 50 pounds and lift or carry objects up to 25 pounds on an intermittent basis.

### **Special Note**

This position has been approved by the Board of Trustees as funding is available. As the new funding formula is implemented through the next biennium, applicants should take note that the position is not permanent and will exist so long as funding is available.