

**White Pine County School District**  
**1135 Avenue C Ely, Nevada 89301 (775) 289-4851 FAX (775) 289-3999**

## **DEN Administrative Assistant**

Classification: Classified

Terms of Employment: 12 months

FLSA Status: Non-Exempt

Immediate Supervisor: Building Principal

This is an hourly position assigned to the Classified Employee Salary Schedule

### **Summary**

The administrative assistant is parents' and students' first contact at the school and is one of the public faces of the school. As such, a positive demeanor, ability to problem solve, work under pressure and timeline, and multi-task are all essential. The administrative assistant deals with Infinite Campus, scheduling, supplies, attendance, relaying messages, answering questions, assisting with the website, and more.

### **Essential Skills, Characteristics, Job Duties, and Responsibilities**

1. Outstanding technology skills.
  - a. Google Suite and Hapara.
  - b. Web management.
  - c. Typing.
  - d. Microsoft Office - Word and Excel.
  - e. Infinite Campus.
  - f. Network and email sign ons.
2. Organizational skills.
  - a. Maintain clean and neat workspace.
  - b. Keep track of student files: cumulative files, transcripts, etc.
  - c. Multi-task and function productively through many interruptions.
3. Communication skills.
  - a. Smile and interact in a friendly, professional manner with parents, students, teachers, and members of the public.
  - b. Respond to questions and criticisms in a positive and productive manner.
  - c. Direct the flow of traffic in the office.
  - d. Keep confidential issues private.
4. Responsibilities.
  - a. Attendance.
  - b. Student records.
  - c. Answering phones.
  - d. Assisting in updating website and social media, including the reader board.
  - e. Relaying messages.
  - f. Perform other job-related duties as assigned by principal.

**AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER** This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

#### **BOARD OF SCHOOL TRUSTEES**

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