

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: District Administrative Assistant IV (S14)	Job Family: 10
Department: District Areas and Departments	Lane Placement: 10
Supervisor's Title: Cabinet Administrator	Contract: 242 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8 Hours
Original date: <u>08/97</u> Revised: <u>07/13</u> Revised: <u>10/2020</u> Revised: _____	

GENERAL FUNCTION

Under the supervision of an Area Administrator, the **District Administrative Assistant IV** provides administrative support to the assigned department or area and provides assistance to assigned school areas or departments. Will type correspondence, take meeting minutes, complete District and State reports, screen telephone calls, schedule meetings, prepare itineraries and make appointments. Incumbent assists with preparation and monitoring of budgets and, within guidelines, acts as a resource for policy, study results, reports, etc. Within guidelines, incumbent will resolve issues as needed or will refer problems or concerns to appropriate supervisor(s) or department(s) for resolution. Incumbent may have responsibility of coordinating the work of assigned office staff members.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide administrative support and assistance, primarily to an area administrator and secondarily to school and District administrative assistants.
- Provide training as needed to school and District administrative assistants on District computer applications, office procedures, and District processes.
- Type correspondence, complete District and State reports, prepare itineraries and make appointments.
- Answer telephones, greet visitors and answer questions from parents, students, teachers, staff, vendors, District and other officials, and the public while maintaining a pleasant and positive office environment.
- Prepare and submit required information to the administration.
- Maintain confidentiality of student or District information by following District policies regarding confidential information.
- Schedule and prepare for meetings, schedule meeting rooms, take meeting minutes and may arrange for refreshments.
- Assist with preparation and monitoring of extensive District budgets and, within guidelines, act as a resource for policy, study results, reports, etc. Provide administrator information regarding budget status.
- Maintain confidential and sensitive records.
- Within guidelines, act as an information source regarding policy, study results, reports, and other documents for the Board of Education, District administrators, principals, teachers, all area school secretaries, the business community, patrons and the general public.
- May perform one or more of the following specific office duties as assigned (e.g. prepare materials for school, community and administrative use; enter and process purchase orders; monitor and assist with issues relating to District property; coordinate capital outlay budgets; coordinate the work of assigned staff members; act as a resource to departments or schools regarding District processes, oversee supply and material ordering; maintain and file purchase orders; track fixed assets; arrange for service and repair of office equipment, etc.)
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's Degree in business, or equivalent training PLUS a minimum of five (5) years previous related work experience with demonstrated competency in a variety of administrative assistant functions and data processing or an equivalent combination of education and experience.
- Requires a minimum of three (3) years of experience as a school or District administrative assistant in Jordan School District with knowledge of processes, software systems, Skyward, policies, etc.
- Requires advanced interpersonal skills including diplomacy, tact and social judgment. Incumbent may have extensive contact with District Administrators, Board members, consultants, teachers, business services, school and District Office staff, patrons and the public.
- Requires ability to organize and prioritize work.
- Requires ability to communicate both orally and in writing with clarity and precision (e.g. answering questions, composing letters, etc.).
- Requires verified data entry skills.
- Requires ability to schedule multiple tasks, satisfying multiple priorities and meeting multiple deadlines. Requires problem solving and analytical skills.
- Requires demonstrated computer software skills (e.g. word processing, spreadsheets, and databases).
- Requires strong bookkeeping and accounting skills.
- Experience using the current District payroll system required.
- Requires a thorough knowledge of Federal, State and District policies and procedures as they affect supervisor's jurisdiction.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines used in office setting.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*