

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: District Administrative Assistant II (S18)	Job Family: 10
Department: District Departments	Lane Placement: 7
Supervisor's Title: Department Administrator	Contract: 242 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8 Hours
Department Approval: _____	Date: _____
ADA Review: <u>Janelle Master</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>[Signature]</u>	Date: <u>6-19-13</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>6/24/13</u>
Original date: <u>08/97</u> Revised: <u>07/13</u>	Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the department Director, the **District Administrative Assistant II** provides administrative support to a small department. Responsible to process and manage payroll records on a regular basis. Will type correspondence, take meeting minutes, complete District and State reports, screen telephone calls, schedule meetings and make appointments. Incumbent assists with preparation and monitoring of budgets and, within guidelines, acts as a resource for policy, reports, etc. Within guidelines, incumbent will resolve issues as needed or will refer problems or concerns to appropriate supervisor(s) or other 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 to a small department.
- Answer telephones, greet visitors and answer questions from parents, students, principals, staff, vendors, District and other officials and the public while maintaining a pleasant and positive office environment.
- Prepare and submit required information to the District, State or Federal agency.
- Maintain confidentiality of student or district information by following district policies regarding confidential information.
- Type correspondence, complete District and State reports and make appointments.
- Schedule and prepare for meetings, schedule meeting rooms, take meeting minutes and may arrange for refreshments.
- Assist with preparation and monitoring of department budget(s) and, within guidelines, act as a resource for policy, reports, etc. Provide administrator information regarding budget status.
- Within guidelines, act as an information source regarding policy, study results, reports, and other documents for District administrators, principals, teachers, schools, 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; provide backup to other department employees; coordinate the work of assigned staff members; act as a resource to departments or schools regarding department function; order and maintain proper supplies and equipment; assist employees with questions related to department function; etc.)
- This position requires punctual and regular daily attendance.

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 four (4) 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 advanced interpersonal skills including diplomacy, tact and social judgment. Incumbent may have extensive contact with District Administrators, consultants, employees, vendors, school and District Office staff, patrons and the general 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, bookkeeping and accounting 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).
- 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.

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.

- 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.