

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

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| Position Title: Administrative Support Assistant (Class IV) | Department: Varies |
| Immediate Supervisor's Position Title: Varies | FLSA Status Non-Exempt |
| Band/Grade/Subgrade: C-4-2 | Bargaining Unit: Office Employee Association |
| Distinguishing Characteristics of the Classification: <p>This classification represents the third level of a three level secretarial/clerical occupational classification series. The Administrative Assistant classification encompasses positions that typically require considerable secretarial skills and involve providing broad administrative support to building administrators or that may have district wide responsibilities. Positions assigned to this level require moderately complex secretarial skills, and tasks associated with the work involve decision-making requiring discretion, judgment, and knowledge in the application of established district administrative policies and operations. While positions assigned to this classification share many of the same "core set of duties" common to the occupational series, the work can be viewed as more complex than Office Specialist in that there is a greater diversity of secretarial duties and knowledge required of building functions, operations and administrative procedures than is present in positions assigned to the Office Specialist where secretarial duties and responsibilities are more specifically aligned with the program or functional area. This classification series differs from that of the Accounting Technician occupational series in that the majority of the job involves more office and administrative support functions as compared to accounting and bookkeeping functions.</p> | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

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| Duty/Responsibility No: | 1 | Statement of duty/responsibility: |
| Percent of Time: | 10 | Performs general receptionist functions that are "core duties" of any clerical/secretarial classification. |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Answering building/department phone(s)/lines and routing calls to the appropriate department(s)/person(s) after determining the nature of the call. • Screens visitors/students/public coming into the office providing assistance with routine questions or directing visitors to appropriate parties. Checks ID's and assures persons in the building adhere to building/district rules and procedures. Takes messages and schedule appointments. • Assisting students coming into the office with routine questions, preparing admit slips, or other related duties to assist office visitors. | | |

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| Duty/Responsibility No: | 2 | Statement of duty/responsibility: |
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| Percent of Time: | 20 | Performs “core” clerical and secretarial functions that are characteristic and shared by any position within the classification series. Examples of “core duties performed in this classification level might include: |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Typing routine correspondence, agendas, letters, forms, or materials provided by staff in draft form. • Files forms, correspondence, lesson plans, letters, and/or documents in accordance with established office routines. • Enters data into department files and records either hard copy of data files/records in District computer files/records (i.e. attendance, discipline, employee absences, class lists, classes schedules, etc.) • Copies and duplicates materials requested. • Assists in preparing and assembling materials for newsletters, brochures, or department correspondence. • Assists other clerical/secretarial staff by providing them support in accomplishing their job duties in times of peak demand or to meet work priorities. • Participates and/or inputs student information and registration information. • Sorts and distributes incoming and outgoing mail. • Monitors and makes assignments to student office aides. | | |

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| Duty/Responsibility No: | 3 | Statement of duty/responsibility: |
| Percent of Time: | 15 | Serves as a liaison between district, building or public and the building/district administrator. |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Screens calls and determines which calls are appropriate for handling and which calls require the attention of administrator personnel or others. • Provides information concerning programs, procedures, rules and/or department/building guidelines and rules. • Serves as a resource to building/district personnel concerning general procedures, rules and administrative policies. | | |

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| Duty/Responsibility No: | 4 | Statement of duty/responsibility: |
| Percent of Time: | 15 | Tracks and monitors the line item budgets in assigned areas of responsibility. |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Coordinates the purchasing of office supplies and materials. • Obtains quotes and bids in accordance with district procedures to obtain the best prices. • Monitors revenues and expenditures in areas of responsibility. • Codes all purchases and submits materials to district office. • Processes account payables, accounts receivables by gaining approval of invoices, reconciling accounts with vendors, tracking and disbursing petty cash funds and reconciling bank accounts/statements. • Assists in the collection and receipting of fees, donations, and monies collected and prepares deposit slips to district office. | | |

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| Duty/Responsibility No: | 5 | Statement of duty/responsibility: Provides administrative support and administrative assistance to the administrative manager. |
| Percent of Time: | 25 | |

Tasks involved in fulfilling above duty/responsibility:

- Assists in the development, formulation and assembly of agenda materials, notices, and arrangements for meetings, banquets, conferences, training sessions, special education staff meetings, graduation ceremony and the like.
- Determines, establishes and maintains office filing and recording keeping systems.
- Types confidential performance reviews performed on program staff.
- Composes, transcribes, edits, formats and creates correspondence on behalf of the administrator.
- Assists in the screening, scheduling of interviews, and follow up contacts with job applicants.
- Prepares bulletins, announcements, takes minutes at meetings, newsletter items, staff handbooks, parent teacher conference information and materials.
- Coordinates and maintains the building master calendar of events and activities occurring throughout the school year.
- Provides support and assistance to the administrator in the preparations and activities in opening and closing buildings at the start and end of each school year.
- Updates and maintains the building web site.
- Secures substitute teachers as needed.

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| Duty/Responsibility No: | 6 | Statement of duty/responsibility: Collects and assembles staff/employee timesheets; verifies and reports payroll and attendance information to the district office. |
| Percent of Time: | 10 | |

Tasks involved in fulfilling above duty/responsibility:

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| Duty/Responsibility No: | 7 | Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned. |
| Percent of Time: | 5 | |

Tasks involved in fulfilling above duty/responsibility:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

| EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following: | | | | |
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| REQUIRED EDUCATION/TRAINING (choose one) | | | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) |
| | less than high school diploma | | | |
| x | High school diploma or GED. | | | Major field of study or degree emphasis: |
| | 1 year college | | 2 years college | |
| | 3 years college | | 4 years college | |
| | 1st year graduate level | | | |
| | | | | Essential knowledge and specialized subject knowledge |

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| | 2nd year graduate level | required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of general office procedures and practices. • Knowledge and skilled in office etiquette and customer service procedures and routines. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. • Fundamentals of computer operation and use. • Familiarity with general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.) • District policies and procedures. • General office equipment, e.g., copiers, facsimiles and phones • Basic mathematics and bookkeeping. • Phone etiquette and customer relations. • Knowledge of student accounting and informational systems and specialized programs used in recording and maintaining student information and records. |
| | Doctorate level | |

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Required Work Experience in Addition to Formal Education/Training:

Minimum of 3 or more years of administrative support and secretarial experience.

Required Supervisory Experience:

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| LICENSE/ CERTIFICATION | Identify licenses/certification required upon hiring: |
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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | Skilled in: <ul style="list-style-type: none"> • Applying and using word processing applications, spreadsheet applications and database applications. • Implementing and carrying out department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility. • Organizing, planning and making arrangements for conferences, conferences, training sessions, staff meetings and the like. • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. • Implementing and maintaining departmental records, files, or lists • Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel. • Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy. • Applying and using specialized district software applications used in the maintenance of department/building files and records. |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | | |
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| | Titles of Positions Directly Supervised | # of Employees |
| 1 | | |
| TOTAL | | |

| INDIRECT SUPERVISION: | |
|--|--------|
| Number of employees indirectly supervised: | Total: |

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| HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | Work is performed under normal classroom or office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
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| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | | X |
| Use hands dexterously (use fingers to handle, feel) | | | | X |
| Reach with hands and arms | | X | | |
| Climb or balance | X | | | |
| Stoop/kneel/crouch or crawl | | X | | |
| Talk or hear | | | | X |
| Taste or smell | | X | | |
| Physical (Lift & carry): up to 10 pounds | | X | | |
| up to 25 pounds | | X | | |
| up to 50 pounds | X | | | |
| up to 75 pounds | X | | | |
| up to 100 pounds | X | | | |
| more than 100 pounds | X | | | |

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

Prepared by BCC 01/04.