Administrative Assistant - Building Assistant - Community Services

Dept/Div: Clerical

FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate human support work. Work is performed under the limited supervision of the Director of Community Education and Recreation.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
Performs routine clerical work involving tasks such as document preparation and distribution, maintaining statistical information, distributing messages, copying, faxing, filing, scheduling appointments with office personnel, placing, receiving, stocking and distribution of supply orders.
Serves as a receptionist by greeting guests and answer phone; provides information or directs to appropriate staff; serves as back-up to other office administrative staff as needed.
Collects various routine information, updates various handbooks and manages and processes changes for the website.
Provides organization for community service activities, assists with registrations, assists with registration day funds for deposit.
Input data into various district databases.
Receives, sorts and distributes incoming mail.
Gathers information for, composes and processes bulletins and newsletters as assigned by the Director of Community Services or designee.
Demonstrates excellent attendance and customer service to students, staff, parents, visitors and the general public.
Performs other duties as assigned.

Knowledge, Skills and Abilities
General knowledge of standard office practices, procedures and equipment; general knowledge of school system routines and procedures; general knowledge of school policies and regulations; general knowledge of business English, spelling and arithmetic; thorough skill in oral and written communication; thorough skill using personal computers and related software packages, hardware and peripheral equipment; some skill using standard attendance software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to organize and perform work independently; ability to type accurately and at a reasonable rate of speed; ability to meet the public effectively; ability to establish and maintain effective working relationships with students, parents and associates.

Education and Experience
High school diploma or GED, or equivalent combination of education and experience. Associates/Technical degree preferred.
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Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 8/27/2014