

Carson City School District Job Description: Administrative Assistant I

Job Title: Administrative Assistant I

Related Categories: Office Specialist

Location: School Site or Department

Reports To: Principal, Supervisor, or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under general supervision, to perform difficult and/or specialized clerical work in a school or administrative office; to provide excellent customer service and to perform related work as required. Bilingual preferred.

Experience or training required:

Knowledge of: Advanced office procedures, including filing systems, record keeping systems, business correspondence and reporting formats and business telephone techniques; student information systems; modern office equipment and procedures; English usage, spelling, grammar and punctuation; basic math; advanced record keeping; standard word processing techniques and methods; operation of computer hardware and software; principles of supervision and training; basic public relations techniques.

Ability to: Communicate effectively, both orally and in writing, displaying tact, patience and judgment; proofread for and correct spelling, grammatical and punctuation errors; work under stress of deadlines; adjust to changes in work load assignments, priorities and policies; manage and large volume of student and family interactions; read different styles of handwriting; retain and recall information; maintain confidentiality of sensitive or privileged information; make mathematical calculations with speed and accuracy; collect, compile classify, compare and analyze information from various sources; read, understand, interpret and apply policies, procedures, rules, regulations, and other documents encountered in the course of work; establish and maintain filing and record keeping systems; operate a computer with related office applications; keyboard at a net corrected speed of 50 wpm; understand and carry out oral and written instructions; establish and maintain effective and professional relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in business classes, such as word processing, keyboarding, business English, data entry or a closely related field; and responsible experience performing specialized clerical work of above average difficulty involving considerable independence of action.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

The Job Functions:

Positions in this class perform difficult, specialized clerical work, such as the maintenance of special education records and assistance with attendance records. The class may include a clerical incumbent who works in an elementary school under minimal supervision. Instructions given by the supervisor generally do not provide all of the information needed to complete the assignment. Incumbents are expected to resolve most problems through established procedures and precedent, referring only those which involve

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the establishment of new procedures or which involve solutions that are inconsistent with departmental procedures and precedent to the supervisor.

Essential Job Functions:

Performs difficult, responsible clerical work; recommends office procedures and designs forms for collection of data; completes detailed technical clerical processes in providing legal notifications and maintaining record; receives screens, verifies inspects, processes, formats and retrieves a wide range of varied data to a computer terminal for management information systems; instructing staff in completion of forms, monitoring schedules and manipulating the data bank to respond to varied management requests for information and reports; registers students, requesting records from previous school; analyzes student records, prepares transcripts and other permanent student records; posts credits, grades and test scores to permanent records and forwards records to other schools upon appropriate request; performs the more responsible record keeping duties; performs student admittance processes, including telephone verification of absences and the issuance of admit slips and notices to parents and administration regarding student absences; keyboards, letters, memoranda, reports instructional materials, brochures, charts, graphs, policies, manuscripts, minutes, agendas and a variety of standard forms; duplicates, collates, binds and distributes materials; proofreads materials, correcting errors in spelling grammar and punctuation; establishes and maintains filing systems; answers telephone, transfers calls, takes messages and provides a wide range of information to callers and visitors; personally handles mail related to assigned functions; may assist students by performing duties normally performed by Instructional Assistants; independently composes a variety of correspondence related to the assigned work for supervisor's signature or other employee's signature; researches information, prepares summaries and prepares periodic and special reports; reconciles records to control totals, correcting errors and balancing; maintains records of expenditures from departmental accounts; schedules meetings and makes appointments. Must be able to collaborate with other staff members, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

Physical Demands and Working Conditions:

Strength: Exert force up to 25 lbs., occasionally, 10-15 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
Job Category:	Specific Duties:
Office Specialist:	Positions in this category are established principally to serve the front office of an elementary school.

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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.