

## MARION COUNTY JOB DESCRIPTION

Position Title: Administrative Assistant  
Department: Central Office  
Reports To: Superintendent  
Approved By: Marion County Board of Education

**SUMMARY:** Perform highly responsible and complex secretarial and administrative assistance duties; exercise independent judgement in assisting the Superintendent. Superintendent in administrative details, requiring considerable knowledge and use of District policies and procedures; coordinate and oversee the preparation of agendas for Board, staff and committee meetings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Work with District/office personnel concerning specific issues and situations.
- Perform a variety of general secretarial duties including sorting and routing mail; filing and organizing, receiving and referring telephone calls; operating computer, copier, dictation equipment, typewriter, recording machines, etc... and responding to routine questions.
- Prepares/types correspondence, purchase orders, forms, etc...
- Maintains general office files.
- Compose effective correspondence independently; reference policies, rules and regulations in preparing correspondence; review and edit material prepared by others.
- Conduct research of problems and situations, consulting with involved staff members, investigating policies and procedures and gathering background materials; prepare reports involving research as directed for use by the Superintendent.
- Contacts administrators for agenda items for the Board Meetings/Minutes.
- Prepares and distributes meeting agendas.
- Coordinate preparation of the Board of Education agenda; assure proper content, format, order and supporting documentation; confer with submitting departments as needed regarding revision and corrections; incorporate materials into resolution form for presentation to the Board.
- Oversee and coordinate the preparation of official minutes of Board meetings; maintain record of the minutes.
- Provide assistance to the Board of Education as needed, including research of policy questions and coordination of Board requests and activities; maintain other records required by policy, regulations or law.
- Provides secretarial support to Board of Education Members.

- Maintain Superintendent's calendar, arrange for meetings with various groups both within and outside the District.
- Take and transcribe dictation including information regarding confidential matters; attend a variety of meetings and record proceedings in a prescribed manner.
- Remain current concerning issues, situations and conditions of special interest to the Superintendent and Board Members.
- Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Superintendent/ Assistant Superintendent in personal and telephone contacts and meetings.
- Research records and obtain information from other offices and agencies as necessary to perform assigned duties.
- Perform related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty 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.

**EDUCATION and/or EXPERIENCES:** High school diploma or general education degree (GED); and two to three years related experience and/or training.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees of organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**KNOWLEDGE AND REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**KNOWLEDGE OF:**

- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record keeping techniques.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- Principles, practices, and procedures utilized in an administrative office.
- District organization, operations, policies and objectives.

- Applicable sections of Kentucky Administrative Regulations

**ABILITY TO:**

- Relate interpersonally using tact, patience, and courtesy.
- Perform highly responsible and complex secretarial and administrative assistance duties in support of the Superintendent.
- Establish and maintain a variety of complex and confidential files and records.
- Establish and maintain cooperative and effective working relationships with others.
- Take and transcribe dictation at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations with speed and accuracy.
- Understand and work within scope of authority.
- Meet schedules and time lines.
- Work confidentially with discretion.

**OTHER SKILLS AND ABILITIES:** Typing test must be passed at 55 words per minute. Personal computer skills necessary. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Marion County Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee occasionally is required to walk and reach with hands and arms. The employee needs grip strength to take shorthand and/or minutes for long periods of time. The position frequently requires non-stop typing on the computer. The position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

*Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*