



## JOB DESCRIPTION

<b>POSITION TITLE:</b> (D3) Administrative Assistant-Central Office
<b>DEPARTMENT:</b> District Administration
<b>WORK DAYS:</b> 240
<b>REPORTS TO:</b> Individual administrator to whom assigned
<b>SALARY SCHEDULE:</b> CO Level 1, 2, 3, or 6

### REQUIREMENTS:

<ul style="list-style-type: none"><li>● Proficient computer skills, including ability to create and edit documents and spreadsheets</li></ul>
<ul style="list-style-type: none"><li>● Working knowledge of basic office procedures and the operation of common office equipment and machines</li></ul>
<ul style="list-style-type: none"><li>● Customer service oriented</li></ul>

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

<ul style="list-style-type: none"><li>● Demonstrates prompt and regular attendance</li></ul>
<ul style="list-style-type: none"><li>● Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form</li></ul>
<ul style="list-style-type: none"><li>● Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed</li></ul>
<ul style="list-style-type: none"><li>● Acts as receptionist for the administrator, places and receives telephone calls</li></ul>
<ul style="list-style-type: none"><li>● Orders and maintains supplies as needed</li></ul>
<ul style="list-style-type: none"><li>● Maintains a schedule of appointments and makes arrangements for conferences and interviews</li></ul>
<ul style="list-style-type: none"><li>● Welcomes visitors and arranges for their comfort</li></ul>
<ul style="list-style-type: none"><li>● Perform other duties assigned by the supervisor and/or the central administration</li></ul>
<ul style="list-style-type: none"><li>● Accomplishes duties, responsibilities, and identified goals described during the yearly personnel evaluation interview and assessment instrument</li></ul>