

## **Administrative Assistant - Receptionist/Special Services**

### **Purpose Statement**

The job of Administrative Assistant - Receptionist/Special Services is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Director of Special Services

### **Essential Functions**

- Compiles data from a wide variety of sources (e.g. expenditures/budget; various reports required by federal and state agencies; requisitions, reimbursements, purchase orders, invoice payments for district-wide Student Services Department; Special Education Database files (IEP data and reports; Special Education Core Data; monthly building attendance reports, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Maintains a wide variety of manual and electronic documents, files and records (e.g. budget data, employee records, financial records, reports, enrollments and transfers for ECSE, EC, and Title I students; drop files; immunization and health records for school nurses, point of contact and form distribution for homebound; accurate software records of instructor sick days and personal days; records for Central Office and Special Education staff, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving work unit goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office (e.g. telephone calls, incoming correspondence, files; greeting and assisting visitors; deliveries and pick-ups by Fed Ex and UPS, etc.) for the purpose of organizing assignments, monitoring progress, and ensuring completion of work within established guidelines.
- Performs other related duties as assigned (e.g. Scheduling and hosting for Early Childhood Special Education (ECSE), Title I and PAT screenings; tracking absences for ECSE and Title I enrollees; serving as contact person for ECSE substitutes, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, schedules for central Office Conference Room and Board Room; records and reports required by auditors, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, facility usage, special Education interviews, Special Education Department meetings, ECSE breakfasts, etc.) for the purpose of making necessary arrangements for assigned administrator.

- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions and responsibilities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, and planning and managing projects; classifying data and/or information; customer service; screening telephone calls; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: common office machines; concepts of grammar and punctuation; office methods and practices; bookkeeping practices; keyboarding; office application software; office practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, working with frequent interruptions; accuracy and attention to detail; dealing with frequent interruptions; organizing tasks.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

#### **Required Testing**

Alcohol and Drug Test

#### **Continuing Educ. / Training**

Continuing Education Requirements

#### **Certificates and Licenses**

Driver's License & Evidence of Insurability□

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance

#### **FLSA Status**

Non Exempt

#### **Approval Date**

#### **Salary Grade**

N Admin Asst Special  
Services

