

Administrative Assistant III

Dept/Div: ClericalN/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work providing specific department administrative support to an administrator or department head, and related work as apparent or assigned. Work is performed under the general direction of the Director, Principal or Business Manager.

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 an individual with disabilities to perform the essential functions.

Essential Functions

Serves as a liaison to expedite the flow of information and to interpret policies, procedures, rules and regulations of varied facets for personnel, students and the public.

Acts as the lead secretary to the Director, Principal or Business Manager in matters of significance.

Serves as a liaison between district staff and the Director, Principal or Business Manager, giving direction and acting as a resource when policies or procedures need clarification.

Assists with the development and implementation of the budget; monitors various accounts to ensure appropriate funding has been allocated for building needs.

Acts as an Administrative I or II.

Assists with the preparation of payroll, business related documentation, and HR paperwork for district staff.

Establishes and maintains various records and reports; retrieves information from business systems for administrator review.

Knowledge, Skills and Abilities

Comprehensive knowledge of office management techniques and equipment; comprehensive knowledge of business English, spelling and arithmetic; general knowledge of effective supervisory techniques; thorough knowledge of applicable manuals for the department; general knowledge of departmental organizations, functions and general administrative policies and practices; comprehensive skill organizing work flow and coordinating activities; general skill operating personal computer equipment and related office and accounting software; ability to create and maintain files and reports from file sources; thorough knowledge of access database management techniques, policies and procedures; ability to analyze and interpret policies and procedural guidelines; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally and in written form; ability to resolve problems and inquiries; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and moderate experience working as an administrative assistant to a department director or principal with mid-high level responsibilities, or equivalent combination of education and experience. Associates/Technical degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, crouching, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications

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and/or to make fine distinctions in sound; 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 quiet location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 9/27/2011