

Information Management Assistant I

Dept/Div: ClericalN/A

FLSA Status: Non-Exempt

General Definition of Work

Performs administrative support work completing various data entry requests, maintaining records, reports, database records and files, providing general information for staff and students, acting as a secretary, and related work as apparent or assigned. Work is performed under the moderate supervision of the Principal.

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

Conducts data entry to maintain student data files; submits regular reports from database systems for analysis.
Acts as a general secretary to the alternative learning center staff, students and visitors;
Processes purchase requests for supplies and products;
Ensures data accuracy by performing regular reconciliation between three database systems to ensure appropriate district funding.
Prepares enrollment reports for district administration review.

Knowledge, Skills and Abilities

General knowledge of business English, spelling and arithmetic; thorough knowledge of office management techniques and equipment; some skill organizing work flow; general skill operating personal computer equipment and related office and accounting software; ability to communicate 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 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 students, staff, and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

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; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately quiet location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 5/15/2011