



## Job Description

### **ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT AND CLERK OF THE BOARD**

**Department:** Administrative

**Pay Grade:** 107

**FLSA Status:** Non-Exempt

#### **GENERAL PURPOSE**

Keeps official school division records and serves as the school division clerk of the board. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

#### **ESSENTIAL JOB FUNCTIONS**

- Manages the Superintendent's calendar and independently schedules appointments.
- Screens incoming calls and correspondence and responds independently when possible.
- Records and types the minutes from all meeting of the school board and prepares any follow-up correspondence and responds independently when possible.
- Schedules school board members' attendance to conferences and meetings; handles registration and travel accommodations.
- Maintains log of board members activities for in service credit. Assists new school board members with orientation materials.
- Responsible for assignment of appropriate staff to cover the front office, staff scheduling during holiday periods, and general delegation of duties on keeping office presentable, safe, and efficient.
- Acts as custodian of school division documents and records. Directs preparation and filing of school legal documents with government agencies to conform to statutes.
- Operates computer terminal to input and retrieve data.
- Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.
- Performs other related duties as required and assigned.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Associate's degree in a related field.
- Three years of increasingly responsible secretarial/clerical experience and/or training.
- OR equivalent combination of education and experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- 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 of employees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

**WORKING CONDITIONS**

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. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

**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.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date