

**ROCKINGHAM COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

JOB TITLE: Administrative Assistant, Central Office	LOCATION: Central Office
	JOB CATEGORY: Classified
IMMEDIATE SUPERVISOR: Central Office Administrator	PAY SCALE: Clerical Salary Scale, 12 month, 1.13 index
	FLSA STATUS: Non-Exempt

GENERAL DEFINITION OF AND CONDITIONS OF WORK

Performs a variety of general office clerical duties and provides administrative assistant support service for administrative functions of the school division.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Serves as administrative assistant to the assigned administrator; greets visitors and answers telephone; provides information; creates and prepares correspondence and related matters; prepares and maintains files and records;
- Prepares general correspondences, memorandums, reports, schedules, purchase orders and other materials from rough draft, copy, marginal notes or verbal instructions;
- Answers correspondence as directed by administrator;
- Maintains appointment calendar, schedules appointments, conferences, and meetings;
- Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and procedures;
- Collects and prepares data for records and reports;
- Maintains records and generates appropriate reports;
- Compiles and produces statistical information and reports;
- Makes arithmetical calculations; requisitions supplies and materials for office and office copy equipment;
- Maintains financial transactions of office funds;
- Receives, routes, sorts, and processes mail;
- Performs multi-pragmatic tasks successfully;

- Maintains filing system as required by administrator;
- Operates standard office equipment to include word-processing and data processing equipment, copiers, laminators, etc.;
- Maintains confidential information of office related information;
- Attends inservice training to improve skills and knowledge of office work;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by administration in accordance with the school and division policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office practices, procedures, equipment and administrative assistant techniques; thorough knowledge of business English, spelling and mathematics; thorough knowledge of division programs and policies; ability to word process accurately and at a reasonable rate of speed; ability to make mathematical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office practices and procedures and clerical and administrative assistant experience.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school, consistent with the Rockingham County Public Schools' Pillars of Character, as defined in the Student Conduct Policy, JFC.

PHYSICAL DEMANDS/REQUIREMENTS

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; 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 and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by administrator.