

ADMINISTRATIVE ASSISTANT (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level administrative position which involves working in a variety of functional areas within a school district such as budget, purchasing, financial record-keeping, personnel administration, personnel record-keeping, payroll, etc. The work involves reviewing existing procedures for cost-effectiveness and efficiency and reporting on same to an administrator and the school board. The incumbent will be responsible for the preparation of statistical, analytical and narrative reports. The work is performed under general supervision, and requires independent action and judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of administrative functions including, but not limited to, personnel practices, program development, agency costs and expenditures, through spot checks and audits;
Prepares statistical, analytical and narrative reports of findings;
Recommends changes in policy, procedures, staffing, etc.;
Compares expenditures with budget, makes recommendations for future budgets, maintains budget records and materials and assists with budget preparation;
Investigates confidential matters as requested;
Responds to telephone and written inquiries on behalf of Assistant Superintendent;
Looks into residency issues as related to transportation;
Handles additional projects as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern business administrative practices, procedures and equipment; working knowledge of personnel, fiscal and budgetary practices in a school district; working knowledge of personal computers and computing; aptitude for planning, supervising and coordinating work projects; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in either oral or written form; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree which must have included or been supplemented by at least two courses in accounting and three (3) years of paid work experience of an administrative nature in accounting, public administration, personnel administration, financial analysis, financial management or related field.

NOTE: One additional year of paid work experience which included an involvement in financial analysis, financial management, money management, budgeting or related may be substituted for the two courses in accounting.