



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Administrative Assistant</b>
<b>SCHOOL/DEPARTMENT</b>	Communications
<b>SALARY</b>	Salary Grade 64 plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Chief Communications Officer
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Administrative Assistant is responsible for performing a large variety of administrative and technical functions involving public contact and administrative duties as an assistant to a top level administrator. Most actions are directed by the general policies and precedents of the system or by own judgment. Within the limits of the employee's assigned authority, the employee is expected to analyze and resolve problems independently. Work involves receiving and transcribing confidential correspondence, screening and independently handling a variety of inquiries by telephone and in person, and maintaining a variety of records and files. The Administrative Assistant is responsible for explaining program policies and procedures, and for disseminating information to the general public pertaining to the operation of the school system. The Administrative Assistant is also responsible for managing data and providing specialized information. The Administrative Assistant functions as the primary support to the department's Chief Officer and is expected to have considerable knowledge of the particular area to which assigned. Work typically involves several steps and requires the selection of the most appropriate action within procedural and operational guidelines. Work also involves receiving correspondence, screening and independently handling a variety of routine inquiries by telephone and in person, and maintaining a variety of records and files. The Administrative Assistant is also responsible for assimilating information from a variety of sources to compose letters, generate reports

and provide informational data. The Administrative Assistant utilizes a large variety of guidelines, some of which may be technical and require interpretation to analyze facts and determine the correct procedure to use for follow up. In general, the Administrative Assistant is expected to resolve problems independently and use good judgment in determining which problems require the intervention of the Chief in the department.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of the operations and activities of the department
- Thorough knowledge of board policies and procedures
- Thorough knowledge of and ability to use correct grammar, vocabulary, spelling and punctuation
- Thorough knowledge of modern office practices and procedures
- General knowledge of bookkeeping
- Considerable knowledge of common word processing, spreadsheet, electronic mail and file maintenance programs
- Ability to generate correspondence, spreadsheets, and reports independently
- Ability to interact and deal with the public and employees in a professional manner
- Ability to perform basic bookkeeping tasks
- Ability to sort and distribute documents
- Ability to maintain confidential information and use discretion and good judgment
- Ability to maintain complete and accurate records and to develop standard reports from those records
- Ability to learn, interpret and explain policies, regulations and programs
- Ability to multi task in a fast paced environment
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to perform under stress and assist others in stressful and/or emergency situations

### **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE:**

- Associate's Degree from an accredited institution in the field of secretarial science, human resources, public relations, office management, or other related field
- Three (3) years of experience in an office setting supporting a high level administrator
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

#### **CERTIFICATION AND LICENSE REQUIREMENTS**

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree from an accredited institution in a related field
- Five (5) years of experience in a public school system office setting supporting a high level administrator

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist the Chief Communications Officer in general administrative operations
2. Guide research activities and generally oversees all research projects
3. Compile operational statistics and gathers such other data as the Chief Communications Officer may require
4. Supply information requested via questionnaires or otherwise to school systems, teachers, colleges, etc.
5. Update and maintain the Chief Communications Officer's copy of the school district policy manual
6. Accumulate and disseminate information about new developments in education and pertaining to the programs and activities of the school district
7. Serve on staff committees as directed by the Chief Communications Officer
8. Assume scheduling, coordinating, budget development, and other clerical functions as assigned by the Chief Communications Officer
9. Attend meetings as assigned by the Chief Communications Officer
10. Prepare and review reports as assigned by the Chief Communications Officer
11. Report regularly to the Chief Communications Officer regarding any developments or problems within the district that require the attention or action of the Chief Communications Officer
12. Obtain, gather, and organize pertinent data as needed and transposes it to a usable format
13. Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as instructed
14. Receive, process, date stamp, and distribute all incoming mail for the Curriculum and Instruction Office
15. Place and receive telephone calls; transcribe and deliver messages
16. Assist incoming callers and visitors by responding to questions, inquiries, and requests for information and services
17. Prepare and process purchase orders for all supplies, goods and materials for the Curriculum and Instruction Office
18. Compile and maintains a listing of all internal and external contracts issued for the Orange County School System
19. Receive, process and maintain all incoming employment applications
20. Maintain a schedule of appointments for the Chief Communications Officer and makes arrangements for conferences, interviews, and meetings
21. Assist the Chief Communications Officer in general administrative operations.
22. Guide research activities and generally oversee all research projects
23. Compile operational statistics and gather such other data as the Chief Communications Officer may require
24. Supply information requested via questionnaires or otherwise to school systems, teachers, colleges, etc.
25. Update and maintain the Chief Communications Officer's copy of the school district policy manual

- 26. Accumulate and disseminate information about new developments in education and pertaining to the programs and activities of the school district
- 27. Serve on staff committees as directed by the Chief Communications Officer
- 28. Perform other related duties as assigned by the Chief Communications Officer

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*