



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Administrative Assistant</b>
<b>SCHOOL/DEPARTMENT</b>	Human Resources
<b>SALARY</b>	Salary Grade 64 plus supplement
<b>FLSA STATUS</b>	Non-Exempt
<b>REPORTS TO</b>	Chief Human Resources 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 clerical, secretarial and administrative duties involving interaction with other departments and schools. The Administrative Assistant functions as the primary support to the departments Chief Officer and is expected to have considerable knowledge of budget and accounting applications. Work typically involves several steps and requires the selections of the most appropriate action within procedural and operational guidelines. Work is directed by precedents or board policy. 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 Directors or Chief in the department.

## **MINIMUM QUALIFICATIONS:**

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

- Considerable knowledge of budget development and maintenance, operations and activities of the department
- Thorough knowledge of board policies and procedures
- Thorough knowledge of the school system practices and activities
- Thorough knowledge of and ability to use correct grammar, vocabulary, spelling and punctuation
- Thorough knowledge of modern office practices and procedures
- 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 human resources, 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**

- Notary Public certification
- 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
- SHRM or any related human resources certification

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist the Chief Human Resources Officer in general administrative operations
2. Prepare and oversee HR budget for Chief Human Resources Officer
3. Guide research activities and generally oversee all special projects
4. Compile operational statistics and gather such other data as the Chief Human Resources Officer may require
5. Supply information requested via questionnaires or otherwise to school systems, teachers, colleges, etc.
6. Update and maintain the Chief Human Resources Officer's copy of the school district policy manual
7. Accumulate and disseminate information about new developments in education and pertaining to the programs and activities of the school district
8. Manage all online resume data bases
9. Responsible for all travel and reimbursement forms
10. Support school district's recruitment program
11. Coordinate printing, marketing, supply orders, and activities
12. Provide administrative support for volunteer and criminal background checks
13. Prepare contracts as requested by the Chief Human Resources Officer
14. Serve on staff committees as directed by the Chief Human Resources Officer
15. Assume scheduling, coordinating, budget development, and other clerical functions as assigned by the Chief Human Resources Officer
16. Attend meetings as assigned by the Chief Human Resources Officer
17. Prepare and review reports as assigned by the Chief Human Resources Officer
18. Report regularly to the Chief Human Resources Officer regarding any developments or problems within the district that require the attention or action of the Chief Human Resources Officer
19. Obtain, gather, and organize pertinent data as needed and transpose it to a usable format
20. Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as instructed
21. Receive, process, date stamp, and distribute all incoming mail for the Human Resources Department
22. Place and receive telephone calls; transcribe and deliver messages
23. Assist incoming callers and visitors by responding to questions, inquiries, and requests for information and services
24. Prepare and process purchase orders for all supplies, goods and materials for the Human Resources Department
25. Compile and maintain a listing of all internal and external contracts issued for the Orange County School System
26. Receive, process and maintain all incoming employment applications
27. Maintain a schedule of appointments for the Chief Human Resources Officer and make arrangements for conferences, interviews, and meetings
28. Announce and distribute job vacancies via the school system website and news media; schedule interviews as directed
29. Assist with the coordination/implementation of in-service training for certified and classified employees
30. Assist with district recognition programs and other HR related events as needed
31. Perform other duties as assigned by the Chief Human Resources 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.*