



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Administrative Assistant
SCHOOL/DEPARTMENT	Information Technology
SALARY	Salary Grade 64 plus supplement
FLSA STATUS	Non-Exempt
REPORTS TO	Chief Information Technology Officer
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	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 a technical field. 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 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 advanced 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

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid motor vehicle license administered by the NC Division 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
- Experience in taking dictation
- Strong familiarity with book keeping, accounts receivable, accounts payment, payroll, budget and accounting practices

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists the Chief Information Technology Officer in general administrative operations.
2. Guides research activities and generally oversees all research projects
3. Compiles operational statistics and gathers such other data as the Chief Information Technology Officer may require
4. Supplies information requested via questionnaires or otherwise to school systems, teachers, colleges, etc.
5. Updates and maintains the Chief Information Technology Officer's copy of the school district policy manual
6. Accumulates and disseminates information about new developments in education and pertaining to the programs and activities of the school district
7. Serves on staff committees as directed by the Chief Information Technology Officer
8. Assumes scheduling, coordinating, budget development, and other clerical functions as assigned by the Chief Information Technology Officer
9. Attends meetings as assigned by the Chief Information Technology Officer
10. Prepares and reviews reports as assigned by the Chief Information Technology Officer
11. Reports regularly to the Chief Information Technology Officer regarding any developments or problems within the district that require the attention or action of the Chief Information Technology Officer
12. Obtains, gathers, and organizes pertinent data as needed and transposes it to a usable format
13. Maintains a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as instructed
14. Receives, processes, date stamps, and distributes all incoming mail for the Information Technology Office
15. Places and receives telephone calls; transcribes and delivers messages
16. Assists incoming callers and visitors by responding to questions, inquiries, and requests for information and services
17. Prepares and processes purchase orders for all supplies, goods and materials for the Information Technology Office
18. Compiles and maintains a listing of all internal and external contracts issued for the Orange County School System
19. Receives, processes and maintains all incoming employment applications
20. Maintains a schedule of appointments for the Chief Information Technology Officer and makes arrangements for conferences, interviews, and meetings
21. Performs other related duties as assigned by the Chief Information Technology Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	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.
ACKNOWLEDGEMENTS	
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.*