

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III

SALARY SCHEDULE: SSP-9

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- Associates Degree in a business related field or a minimum of 5 years general office experience
- High School Diploma
- Receive a minimum score of 90 on the Microsoft Word test.
- Demonstrate ability to compose and format general correspondence by completing a writing exercise during the interview.
- ESD proficiency preferred
- Excel proficiency preferred
- Able to organize and work independently with speed and accuracy and ability to work under stress and meet pressing deadlines.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to perform highly responsible duties necessary to support the school or District.
- Knowledge of the organization, operation, program and goals.
- Knowledge of federal, state and District rules, regulations and policies.
- Strong organizational skills with ability to prioritize and respond timely and accurately to deadlines.
- Ability to maintain confidentiality.
- Considerable knowledge of office practices and procedures and operation of office equipment.
- Excellent oral and written communication skills.
- Effective use of business mathematics.
- Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public.
- Knowledge of computer programs including, but not limited to, Microsoft Word, Excel and Microsoft Publisher. Ability to schedule time and to handle multiple tasks in stressful situations.

REPORTS TO:

School Principal or designee
District Administrator

JOB OBJECTIVE:

To perform the duties and responsibilities of the position to ensure the efficient and effective operation of the office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Responsible for overall administrative support of the cost center head and office staff.
- Perform those duties that ensure a high order of administrative efficiency and employee responsiveness.
- Independently compose and type routine correspondence
- Assist in training and supervising any clerical personnel as directed by supervisor.
- Maintain complete and accurate payroll records as assigned.

- Complete all site-based Human Resource related paperwork related to hiring, evaluations, transfer, and termination of personnel.
- Prepare contracts, invoices, supplements, additional duty days, work orders, and other paperwork as necessary.
- Obtain substitute teachers using automated sub placement system (School-based Admin. Asst's only) and obtain substitute classified subs as needed.
- Respond to inquiries and concerns from parents, customers, etc. in a timely manner.
- Maintain daily appointment calendar for supervisor, scheduling appointments and meetings.
- Assemble a wide variety of information and data and assist in the preparation of reports and records.
- Coordinate school or cost center events.
- Prepare agenda items or materials for meetings as assigned.
- Maintain a variety of files and records including personnel files.
- Keep supervisor informed of potential problems and unusual events.
- Use positive and effective interpersonal communication skills.
- Maintain confidentiality.
- Maintain a courteous and professional manner.
- Maintain positive effective working relationships with District / school personnel and coworkers.
- Participate in training to update and increase skills.
- Screen incoming telephone calls and refer to appropriate staff.
- Order and maintain office supplies.
- Report to work regularly and on time.
- Demonstrate initiative in the performance of assigned responsibilities.
- Perform assigned bookkeeping duties.
- Submit accurate reports in a timely manner and maintain all appropriate records.
- Complete assignments with minimum supervision.
- Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- Receive and distribute mail.
- Demonstrate support for school or department and District goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05