



Admin Sec 6 / Dist Studnt Serv

Purpose Statement

The job of Admin Sec 6 / Dist Studnt Serv is done for the purpose/s of providing confidential administrative and secretarial support to assigned administrator(s); coordinating activities and appointments of assigned administrator(s); interacting with employees, students, and patrons; creating, maintaining, and distributing a variety of electronic and print documents; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Director of Student Services

Essential Functions

- Assists with organizing meetings and conferences (e.g. scheduling location, ordering food, preparing materials, handling registration, etc.) for the purpose of ensuring that events are conducted in an efficient and effective manner.
- Compiles data (e.g. financial information, student records, minutes, timecards, etc.) for the purpose of preparing reports or processing requests.
- Coordinates and supervises assigned projects and/or program components (e.g. proper distribution of materials to a variety departments, accounting transactions, student enrollment, disciplinary and Youth in Custody screenings, Homeless Program, grant funding and applications, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic documents, files, and records (e.g. school board files, student enrollment data, student transfer, choice forms, etc.) for the purpose of providing up-to-date information and /or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Maintains a variety of manual and electronic documents, files and records (e.g. minutes, Youth in Custody records, employee absences, time sheets, extra activities reimbursement, student records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs a variety of clerical and secretarial tasks (e.g. typing correspondence, filing, directing phone calls, receiving and distributing mail, etc.) for the purpose of ensuring an effective and efficient work unit.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, financial reports, agendas, grant application information, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, school choice requests, cum folder requests, transcripts, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Receives and tracks incoming funds for the purpose of ensuring that established guidelines and procedures are followed.
- Researches assigned topics (e.g. current practices, policies, education codes, grant information, appeal information, etc.) for the purpose of providing information that addresses District responsibilities.

- Responds to inquiries from a variety of internal and external parties (e.g. district staff, schools, government agencies, universities, military branches, general public, students, parents, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Trains new secretaries and informs office staff of new policies and information for the purpose of ensuring an effective and efficient work unit.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: interpersonal aptitude; analyzing; customer service; managing projects/programs; monitoring activities; office practices; planning; problem solving; recordkeeping; and training.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; codes/laws/rules/regulations/policies; English grammar/punctuation/ spelling/vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; dealing with frequent interruptions; decision making; detail oriented; meeting schedules/deadlines; multi-tasking; organizing; prioritization; reliability; teamwork; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
Lane 6