

Corning Union High School District

Job Description

JOB TITLE: Administrative Assistant - ASB

Salary Range:

Dept. /Family: Administrative Assistant

Immediate Supervisor: Vice-Principal **Approved By:** Board of Trustees

DEFINITION:

Under the direction of High School Principal and Vice-Principal, provide a variety of secretarial duties to coordinate all student/ school actives under the auspices of the Associated Student Body Office and to handle administrative detail; answer telephone and greet and assist student and the public.

ESSENTIAL FUNCTIONS:

- Provide a variety of responsible secretarial duties to coordinate the ASB Office and to answer, screen and route telephone calls to appropriate individuals; answer questions as needed.
- Maintain a variety of complex records, reports and detailed files related to assigned activities.
- Operate a variety of office equipment; including a personal computer, computer terminal, and a scanner, automates teller machine (ATM) machine, and copier.
- Responsible for on-going activities which include the daily Cardinal, club cash boxes preparation; deposits, invoices, purchase orders, checks and transfers.
- Perform a variety of office duties to assist other secretarial and office staff as needed.
- Communicate with school personnel, parents and vendors to exchange information to resolve concerns or issues.
- Understand and follow oral and written directions.

ENVIRONMENT:

- Office environment: subject to constant interruptions.

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, walking to various sites at the assigned school, kneeling and bending, reaching horizontally and overhead to retrieve and maintain files and to store supplies and records, lifting and carrying objects weighing up to 30 pounds, and hearing and speaking to exchange information in person and on the phone.

Revised: 10/25/13
Approved: 10/25/13

REPRESENTATIVE DUTIES:

- Operation of standard office equipment, including computers.
- Type and/or use word processors accurately at an acceptable rate of speed.
- Prepare purchase orders, deposits, invoices, handle, account for and deposit substantial amounts of money for various school activities and clubs.
- Compile, type and distribute daily announcement, calendar of events and various other information for the school community.
- Assist with annual student related events such as senior pictures, yearbook sales, graduation caps and gowns, reunions.
- Responsible for updating and posting the daily bulletin.
- Enters district requisitions into accounting software.

KNOWLEDGE, ABILITIES AND SKILLS:

- School guidelines, policies, procedure, and curriculum.
- Modern office practices, procedure and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Mathematical operations necessary to perform basic accounting & record keeping.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Principles of providing work direction and guidance to student assistants.
- Provide a variety of duties to coordinate the ASB Office.
- Use the computerized student information management system effectively.
- Work confidentially with discretion as well as independently with good judgment.
- Establish and maintain cooperative and effective working relationships with others.
- Perform clerical duties such as filing, typing, and maintaining records.
- Complete work with many interruptions.

QUALIFICATIONS

- Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical and secretarial experience.
- High School Diploma or equivalent required.

License Requirement

- Possession of a current valid Class C driver's license.