



Job Title: **District Administrative Assistant**

Department: **District Offices**

Supervisor: **Director or Coordinator**

Lane Placement: **ESP Lane 10**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 11**

FLSA Classification : **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the director or coordinator, the District Administrative Assistant will assist the department and staff in daily departmental functions, maintains computer and other records and operates and maintains office machines. The assistant will also support telephone calls, deliver messages and provide routine information and direction to staff and visitors.

ESSENTIAL FUNCTIONS

- Maintains and monitors accuracy of computer and other records.
- Use computer software to generate reports, documents and other materials.
- Use computer to research and find needed information.
- Strong computer software skills (excel, access, data bases, data merge, etc.)
- Skyward experience preferred.
- Fills out forms.
- Responsible for providing excellent customer service to district staff, schools, and the Canyons School District patrons.
- Acts as an information resource for the Department.
- Uses computer software to generate spreadsheets, reports, document and other materials.
- Schedule meetings, conferences, trainings and other departmental events.
- Processes payroll for employees paid out of budgets managed by department.
- Manage NPO's, PO's, P-Card expense reporting and assigns appropriate budget codes.
- Communicate information and ideas clearly, and concisely, in writing: read and understand information presented in writing.
- Audits Monthly US Bank Purchase Cards for employees.
- Presents PowerPoint presentation guidelines for new US Bank cardholders.
- Enters Cash Receipts and Journal Entries
- Process credit card payments and training on machine as needed.
- Responsible for Bank Transfers and Wires.
- Maintains Teacher Supply Card information and Balance Sheet.
- Deal with people in a professional manner which shows sensitivity, tact, and professionalism.
- Replies in a timely manner to phone, written and in-person requests for information.
- May use electronic equipment to communicate with department employees.
- Back up secretarial and staff as assigned.
- Ability to prioritize projects and meet deadlines while handling frequent interruptions.
- Maintains confidential information both written and oral.
- Attend departmental and district meetings on and off site.
- Other duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested. Associates Degree Preferred.
- Must have strong computer knowledge. (Excel, Microsoft Word, and preferably Canyons District Systems).
- Requires two years pervious job related work experience with demonstrated and sustained competence.
- At the option of the administration, prior District experience can be required.
- Must demonstrate competence in reading, writing, speaking and basic math.
- Requires ability to operate a variety of office machines.
- Requires some problem solving and exercise of judgment within present guidelines.
- Requires good interpersonal skills.
- Requires ability to organize work and materials and communicate orally and in writing.
- School/Human Resource experience preferred.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020