



Job Title: **Administrative Assistant**

Department: **Entrada**

Supervisor: **Education Coordinator**

Lane Placement: **ESP Lane 5**

Schedule: **Varies** Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the director or manager, the District Administrative Assistant will assist the department and staff with daily department functions, maintain computer and other records, and operate and maintain office machines. District Administrative Assistants will answer telephone calls, deliver messages, and provide routine information and directions.

ESSENTIAL FUNCTIONS

- Communicate information and ideas clearly, and concisely, in writing: read and understand information presented in writing.
- Deal with people in a professional manner which shows sensitivity, tact, and professionalism.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Replies in a timely manner to phone, written and in-person requests for information.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Complete forms in accordance with company procedures.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- May compose, type, and distribute meeting notes, routine correspondence, and reports.
- Back up secretarial and staff as assigned.
- Requires ability to maintain strict confidentiality.
- Participate in training sessions when assigned.
- Performs general clerk duties as assigned.
- Prepares reports.
- 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.

Entrada

- Performs attendance accounting for all Adult Education students.
- Enters and exits students, as well as updates information of the Utopia system (e.g. Entering of daily membership, transcript, testing information, demographics, and individual credit hours).

- Compiles student instructional hours from other educational institutions and enters credits generated from High School programs into UTOPIA.
- Obtains data for transcripts, permanent records, and special education records for the school.
- Updates and prepares files for new school year. Annually pulls files and places them in inactive status.
- Prepares year-end summary for State Office of Education, which includes updating UTOPIA for all programs.
- Oversees and responds to requests from other districts, USOE, and private entities requesting student information. Ensures that information is accurate and correct. These functions are performed on a year-round basis.
- May maintain attendance records and other files and records as required by USOE.
- May compile and report statistical data as required by USOE and school staff.
- Incumbent must be able to work with individuals from a variety of backgrounds.
- Must understand and translate grade and class requirements, transcript deficiencies, and other procedures, guidelines, etc.
- Must work with online registration programs including RevTrak and RegWerks.
- Requires excellent interpersonal skills. Interacts with community patrons, school counselors, teachers and administration.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • 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. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires high school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires two years training in general office procedures, computer entry and retrieval, word processing, and analysis.
- District experience can be preferred.
- Must demonstrate competence in reading, writing and math.
- Requires ability to organize and prioritize work.
- Requires basic skills with working knowledge of Excel, Word, and other computer software programs.
- Requires excellent speaking, writing and communication skills (e.g. spelling, grammar, document construction).
- Excellent interpersonal skills.
- Requires ability to maintain strict confidentiality.
- Requires verified typing skill of 50 wpm.
- Proficient in 10-key.
- Requires ability to perform work requiring accuracy and concentration and meet deadlines.
- Ability to prioritize projects.

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:*

- Requires the ability to lift a minimum of ten (20-50) pounds.

- 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 in accordance with the requirements of the job.*

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