



Job Title: **Administrative Assistant-Custodial/Grounds**

Department: **Facilities Services**

Supervisor: **Director of Facilities Services/Department Coordinator**

Lane Placement: **ESP Lane 7**

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

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Facilities/Department Coordinator, the **Administrative Assistant** performs secretarial duties for a specialized function or department within the District. Incumbent acts as an immediate secretary to a supervisor and may act as the office coordinator. Incumbent may supervise assistants, clerks and/or secretaries working in the same area to help with workload or may work alone in the office. Incumbent may deal with teachers, clerks, school secretaries, parents, vendors and others in collecting and disbursing important service information pertaining to the function.

ESSENTIAL FUNCTIONS

- Processes data or information relating to a specific function (e.g. preparing bids, monitoring requisitions, supervising disbursement area in IMC, processing enrollment estimates, projections and reports).
- Acts as an information resource regarding the specific function.
- Answers and makes telephone calls.
- Types and distributes memorandum.
- Assists District personnel or the public requesting information in person.
- Performs significant secretarial and coordinating functions for the department director (e.g. types correspondence, sets up appointments, maintains confidential records, assists with budget and payroll).
- In a situation where support workload help is necessary, may act as the lead worker (e.g. assigning tasks, directing workflow to department secretaries and/or clerks).
- Enters and retrieves computer data.
- May provide support and technical assistance (some computer-related) to District personnel or directs calls to appropriate support staff.
- Job requires exercise of judgment within policy guidelines and without supervisory approval (e.g. resolving personnel problems, ordering supplies, answering questions to alleviate supervisor's workload).
- Maintains department continuity in supervisor's absence.
- 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 background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources.
- Requires one year formal training in typing, computer entry and retrieval, office organization and procedures, office machines, correspondence structure and form.
- Requires two years previous job specific work experience with demonstrated competence.
- Significant District specific experience is required for instructional departments. Such experience is helpful, but not required for business departments.
- Experience in managing budgets would be helpful.
- Must demonstrate competence in reading, writing, and math.
- Requires verified typing skill of 60 wpm.
- Requires advanced communication skills in both structured and unstructured situations.
- Requires ability to organize and prioritize work and to communicate both orally and in writing with clarity and precision.
- Requires effective interpersonal skills. Incumbent has extensive contact with teachers, clerks, District Office Administrators and secretaries, data processing staff, school secretaries, parents, vendors and others.
- Requires ability to handle multiple tasks and multiple priorities in managing workload.
- Requires good computer skills

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 (10) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- 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: _____ 6/9/2020