

Hamilton School District

ADMINISTRATIVE ASSISTANT

REPORTS TO: Business Manager and Superintendent

ESSENTIAL FUNCTIONS:

ESSENTIAL DUTIES AND RESPONSIBILITIES may include but are not limited to the following. Other job-related duties may be assigned

- A. PERFORMS OFFICE DUTIES by
- Serves as a secretary to the superintendent.
 - Performs and organizes a wide variety of secretarial and clerical duties for administrative personnel, teachers, and support staff.
 - Answers District Office main lines and handles/routes calls.
 - Receives and greets office visitors and refers them to the proper persons and offices.
 - Takes and transmits messages.
 - Gives routine information in response to inquires.
 - Prepares outgoing mail for receipt by post office and other mail carriers.
 - Sorts and distributes incoming mail.
 - Independently composes a variety of materials such as letters memoranda, bulletins, requisitions, claims, reports, and statistical data from rough drafts or oral instructions.
 - Tracks and complies data or information for the superintendent and/or other administrator.
 - Performs assigned clerical tasks such as filing, typing, preparing forms, and assembling and distributing materials.
 - May attend meetings and conferences and act as recorder, preparing reports or minutes for actions taken and assignments made.
 - Check in and out keys for the district.
 - Track Driving records for district employees driving district cars.
 - Background checks parents participating in the watchdog program.
 - Process free and reduced applications and the state paperwork that goes with the Free & Reduced Program.
 - Manage AESOP the staff absence program.
 - May update information on the HSD#3 web site.
- B. PERFORMS PUBLIC RELATION DUTIES by
- Projects a positive and helpful attitude to all public and staff interactions.
 - Answers District Office main lines and handles/routes calls.
 - Receives and greets office visitors and refers them to the proper persons and offices.
 - Gives routine information in response to inquires.
 - Communicates with the public and staff, employing discretion and independent judgment, directing individuals to the correct person and efficiently resolving their concerns.
- C. ORGANIZES AND COORDINATES DISTRICT-WIDE ACTIVITIES AND RENTALS by
- Maintains and coordinates multiple calendars to include: school facility rentals, superintendent, and school events
 - Maintains district-wide activities calendar.
 - Manage district rental program
 - Manages the rentals of the District. Coordinates dates, times, custodial services and determines fees. Ensures all paperwork is completed, insurance requirements are met and fees are billed and paid.
- D. ORGANIZES DISTRICT EMPLOYMENT PROCESS AND PERSONNEL ISSUES by
- Organizes and coordinates district employment process. Publishes current job openings in compliance with collective bargaining agreements and according to need. Maintains applications and application files. Schedules interviews when required. Insures required employment procedures, such as fingerprint background checks and TB tests have been completed.
 - Manage district application program AppliTrack
 - Lists job vacancies for the school district on various websites, newspapers, etc.

- Collects and organizes incoming applications, making sure required/requested materials are included and the applications are complete. Works directly with applicants.
 - Provides card and information to applicants on background checks, collects fees and submits completed forms to the Department of Justice.
 - Maintains application files.
 - Annually develops a destruction of records request and assists in the removal and proper destruction of all outdated applications.
 - Yearly produces the staff handbooks and personnel directory.
- E. ASSISTS THE HSD#3 SCHOOL BOARD by
- Assembles and distributes packets for monthly Board Meetings.
 - Coordinates availability lists and attendance at Special Board Meetings.
 - Attends Board Meetings and takes minutes, in the absence of the Business Manager/District Clerk.
 - Maintains mailboxes in the district office for the Board and distributes correspondence to them.
- F. PERFORMS ACCOUNTING DUTIES by
- Responsible for the prompt receipt of cash and checks that come into the District Office.
 - Works to reconcile and balance receipts at least monthly.
 - Works with schools and their Extracurricular Funds. Evaluates receipt and expenditure procedures and works to develop a handbook. Reviews receipts and disbursements monthly for proper accounting. Reviews monthly reconciliations to insure proper balancing.
 - Works with Accounts Payable and serves as backup. Help with input of purchase orders and invoices. Ability to produce warrants in absence of A/P and to allow time for A/P to cross train with Payroll.
 - Monthly organizes food service deposit slips, copies, and adds totals twice for verification. Compares and reconciles slips to monthly school reports.
 - Other cross-training duties as assigned.
- G. PERFORMS DUTIES FOR THE FRIENDS OF THE HAMILTON SCHOOLS FOUNDATION by
- Acts as Secretary to the Friends of Hamilton Schools Foundation.
 - Attends monthly meetings and takes minutes.
- H. ASSIST OTHER DISTRICT PERSONNEL by
- Assisting with printing of warrants.
 - Assisting with bookkeeping functions as required.
 - Researching payable or payroll information.
 - Identifying and resolving problems.
 - Assisting others by explaining accounting procedures and use of the accounting software.
- I. MAINTAIN A COOPERATIVE AND PROFESSIONAL RELATIONSHIP WITH STAFF AND SUPERVISORS by
- Establishing and maintaining effective and cooperative relationships with those contacted in the course of work.
 - Communicating effectively with those contacted in the course of work.
- J. MAINTAINS A HIGH LEVEL OF ETHICAL BEHAVIOR AND CONFIDENTIALITY OF ANY INFORMATION REGARDING STUDENTS, PERSONNEL AND ALL JOB RELATED MATTERS
- K. TEAM RESPONSIBILITIES:
- Employee works independently with minimal supervision and performs as part of a team.

DESIRED MINIMUM QUALIFICATIONS:

- Equivalent of a high school diploma supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.

- Prior accounting experience and/or service demonstrating responsible office experience, preferably in a school district.
- Work efficiently and with a service-oriented attitude under stressful situations with constant interruption.
- Change and adapt office procedure and details in concert with the needs and requirements of the administrator and the District.
- Understand and apply complex policies and rules.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Perform variety of clerical work involving use of independent judgment and requiring accuracy and speed.
- Receive and give information over the telephone or in person in a courteous manner.
- Proficiency in use of MS Excel, Outlook and Word.
- Handle variety of telephone calls and personal contacts with tact, diplomacy, and discretion.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and carryout oral and written instructions.
- Ability to adhere to legal mandates, Board Policies and operational guidelines.
- Ability to effectively manage time and responsibilities and have good organizational skills.
- Ability to work independently and ability and willingness to function as part of a team.

EQUIPMENT USED:

Computer, calculator, 10-key, copier, telephone/voice mail, fax, printer and postage machine.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 40 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

I have been given a copy of this job description and understand that it contains the essential duties and functions of the position I have accepted. I also understand that I am a probationary employee for the first six months of my employment and I may be released from

my job duties at any time during that initial six month period without cause. This position is excluded from the Hamilton Classified Collective Bargaining agreement.

Signature

Date

Revised: 9/2/2015