

Mercer County Schools
JOB DESCRIPTION

Job Title: Administrative Assistant II

Reports to: Director

Job Class Code: 7771

Work Schedule: 8 hours/227-240 days

Pay Scale: Per Classified Hourly Schedule

Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Perform advanced-level administrative duties for a Director-level administrator of a major District function requiring independent judgment and analysis; plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative and clerical details. Perform a wide variety of responsible personnel clerical duties in the areas of recruitment, substitute employees, orientation and worker's compensation; prepare and maintain personnel records, files and related reports; provide information and assistance in person and on the telephone to District personnel, staff and the public regarding personnel matters.

REPRESENTATIVE DUTIES:

- Serve as assistant to a District-level Director or administrator of a large, complex program or function; plan, organize and coordinate activities to relieve the administrator of routine clerical details.
- Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures and established regulations.
- Communicate with parents and/or District personnel on confidential or sensitive issues; screen incoming calls to gather and exchange information.
- Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters and notices; prepare Board agenda items and related materials as assigned; compose correspondence or prepare from rough draft.
- Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establish, modify and maintain project and confidential filing systems.
- Train and provide work direction to other clerical personnel as assigned.
- Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned.
- Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute minutes.
- Take and transcribe dictation of letters, reports, bulletins, meetings and memoranda as required; transcribe materials from dictation equipment as required; provide secretarial and clerical assistance to other staff as necessary.
- Maintain a variety of complex personnel records, time sheets, lists, files and records, including confidential materials.
- Operate a variety of office equipment such as typewriter, computer terminal, FAX machine, copier and calculator.
- Coordinate communications between supervisor and other District staff and the public.
- Perform related duties as assigned.
- Perform a wide variety responsible personnel and clerical duties related to recruitment, placement of substitute employees, orientation and worker's compensation.
- Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters such as position vacancies, fringe benefits, and personnel regulations, policies and procedures.

- Receive and document messages and correspondence regarding teacher and classified employee absences; notify school or office of absences and respective substitutes.
- Arrange for teacher substitutes as necessary; maintain records regarding teacher substitutes.
- Distribute, receive, record and maintain files on job applications, transcripts, fingerprints, examinations, credentials and other information; review for completeness and compliance; schedule necessary interviews and appointments.
- Recruit and place advertisements for substitute and certificated personnel; place ads in appropriate media; obtain background information and review for compliance.
- Orient new employees and provide necessary information; assist in the enrollment in fringe benefits programs and in the completion of necessary documentation; process salary placement forms making changes as required.
- Process worker's compensation claims; assure compliance and completion of required documentation; provide information and explain regulations to District personnel.

KNOWLEDGE AND ABILITIES:

- Modern office practices, procedures and equipment.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- District organization, operations, policies and objectives.
- Organization, rules, regulations and programs related to an assigned office or function.
- Operation of a computer terminal and data entry techniques.
- Software applications used by the District, including word processing and spreadsheets.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Perform advanced-level administrative duties requiring independent judgment and analysis.
- Plan, organize and coordinate office activities and communications to relieve the Director of routine administrative and clerical details.
- Work independently with little direction.
- Type at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Compose independently or from oral instructions letters, memos, bulletins or other material.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Perform responsible personnel clerical duties in the areas of teacher substitutes, recruitment, placement, and workers compensation.
- Maintain personnel records and files and prepare related reports.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of increasingly responsible secretarial and clerical experience.

IMPORTANT NOTES

Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.