



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Administrative Assistant I	Department: Varies
Immediate Supervisor's Position Title: Varies	FLSA Status: Non-Exempt

Job Summary:

This classification represents the first level of a three level secretarial/clerical occupational classification series called Administrative Assistant. Administrative Assistant I encompasses a broad grouping of different positions that are generally entry level in nature and where the job duties and responsibilities are of a primarily “shared core” clerical duties that may be performed by any position within the Administrative Assistant series; do not require specialized training or schooling prior to gaining entry into the position; or where knowledge concerning district office routines, operations and procedures can be acquired on-the-job. Decision-making requirements of positions assigned to this classification tend to be defined and structured in such a manner that they limit the extent of independent judgment and discretion is required to perform the work. Positions assigned to the classification of Administrative Assistant I differ from that of Administrative Assistant II in that Administrative Assistant II is required to perform specific tasks that generally require some limited discretion, judgment and/or previous knowledge and/or experience in district office operations, procedures, and building/department/program administrative requirements in carrying out job assignments and program routines and operations.

Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs core or shared duties associated with receptionist tasks associated with the classification series.
 - a) Answering building/department/district phone(s)/lines and routing calls to the appropriate department(s)/person(s) after determining the nature of the call. Delivers messages by placing them in the voicemail system
 - b) Screens visitors/students/public coming into the office providing assistance with routine questions or directing visitors to appropriate parties.
 - c) Assisting students coming into the office with routine questions, preparing admit slips, or other related duties to assist office visitors.
- Performs clerical and record keeping functions that involve significant detail, attention to accuracy and precision in performing the tasks in the prescribed manner required.
 - a) Serves as an attendance clerk entering, tracking and updating student attendance records on student records database/application.
 - b) Enters data into department files and records either hard copy of data files/records in District computer files/records (i.e. attendance, discipline, employee absences, class lists, classes schedules, etc.)
 - c) Assists in class registration activities. Enters all registrations into the student database; collects, sorts and review all registrations.



- d) Assists in scheduling IEP meetings, notices and contacts parents and staff to coordinate meeting times.
- Performs “core” clerical and support functions that are characteristic and shared by any position within the classification series. Examples of “core duties performed in this classification level might include:
 - a) Typing routine correspondence, letters, forms, or materials provided by staff in draft form.
 - b) Files forms, correspondence, lesson plans, letters, and/or documents in accordance with established office routines.
 - c) Enters data into department files and records either hard copy of data files/records in District computer files/records (i.e. attendance, discipline, employee absences, class lists, classes schedules, etc.)
 - d) Copies, faxes, laminates and duplicates materials requested.
 - e) Assists in preparing and assembling materials for newsletters, brochures, or department correspondence.
 - f) Assists other clerical/secretarial staff by providing them support in accomplishing their job duties in times of peak demand or to meet work priorities.
 - g) Sorts and distributes incoming and outgoing mail.
 - h) Monitors and makes assignments to student office aides.
 - i) Assigns lockers to students and regulates changes in combinations.
 - j) Enters announcements on TV monitors in the building.
- Collects fees or monies for various program/building/district events.
 - a) Calculates incoming profits for school activities, fundraisers, fines, fees or general accounts.
 - b) Processes filed trip monies and yearbook orders.
 - c) Completes credit card transactions.
 - d) Handles refund checks.
 - e) Operates POS and cashiering duties during lunch periods. Records all received receipts into lunch accounts and prepares deposit receipts for district office.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, district in-services or staff meetings.
 - b) Assists in special projects, as appropriate.
 - c) Learns and is cross trained in other administrative and support functions within the department/program/building.



SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: No previous experience required.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: None	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Applying and using word processing applications, spreadsheet applications and database applications • Implementing, entering and maintaining departmental records, files, or lists. • Customer service, communication and human relation skills in assisting, dealing with and applying proper phone etiquette, customer service and informational assistance to the public. • Performing work assignments requiring attention to detail, precision and accuracy. • Learning specialized district software applications used in the maintenance of department/building files and records.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
	Titles of Positions Directly Supervised
	# of Employees
1	
TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.