

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Administrative Assistant I-
Aux. Learning Center**

**Department: Auxiliary Learning
Center**

**Grade E
H.P.D. 7.5
D.P.Y. 215**

Job Description

Date Reviewed: October 2008

**Reports To: Federal Programs
Supervisor**

Purpose of Job

The purpose of this job is to perform general office, library, and bookkeeping procedures, while serving as liaison between principals, teachers, students, parents, and visitors.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Sets up and types from copy or rough draft letters, memoranda, or other materials.

Operates several types of standard office equipment, other than typewriter.

Assembles materials, composes, and types routine correspondence, reports, and other materials.

Gives a variety of routine information to the public on request.

Greets visitors, ascertains nature of business, and conducts visitors to appropriate person.

Establishes and maintains a filing system for various types of records, forms and correspondences.

Assists staff as required in making arrangements for meetings, scheduling appointments, etc.

Answers telephone and provides information or directs calls/messages to appropriate personnel; assists parents by phone and in person.

Disburses accounts payable; reconciles individual Federal Fund accounts.

Responds to questions regarding invoices, entries on monthly reports or procedures for properly submitting items for payment.

Prepares and submits purchase orders and submits to vendors for teachers and The Learning Center; processes orders for library and teacher materials.

Prepares and submits teacher's pay logs to include leave forms; prepares Worker's Compensation referrals.

Completes work requested by teachers and supervisor such as typing phoning parents, copying and arranging conferences, and laminating materials.

Collects monies for lost or damaged materials and sends to accounting department.

Submits work order requests to Maintenance; schedules service work for school equipment; maintains daily upkeep of copier machine.

Inventories supplies for office and stocks required forms as needed, sorts and distributes warehouse supply orders; inventories library materials, enters data, and prepares inventory report.

Sorts and distributes mail; makes copies, organizes and maintains filing system.
Registers new library patrons.

Provides for the reasonable care of equipment and materials.

Assists in maintaining a comprehensive and efficient system for cataloging all library materials and equipment.

Assists in arranging frequently-changing book-related displays and exhibits likely to interest the library patrons.

Discards obsolete and worn materials from the collection and maintains accurate records.

Assists in operation of a summer reading program for students.

Assists parents with check-in and checkout of materials.

Calls or sends overdue notices to parents, as well as, notices to principals to request assistance in the return of extremely overdue book/materials.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED), with one to three years of general office and bookkeeping experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Administrative Assistant I. Has considerable knowledge of attendance, enrollment, and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as telephones, computers, typewriters, copiers, adding machines, intercom systems, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to Administrative Assistant I. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant I.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Administrative Assistant I.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date