

## Union Public Schools Job Description

**Position Title:** Administrative Assistant - Cabinet  
**Department:** School/Department Site  
**Reports To:** Division, Department or Site Administrator

**FLSA Designation:** Non-exempt

**SUMMARY:** Advanced level administrative assistant. Serves as an assistant in a highly confidential position who facilitates communications between direct-report Executive and division/department personnel, as well as school patrons.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Drafts documents of various types, including correspondence, reports, notices and recommendations.
- Obtains, gathers, and organizes pertinent data as needed and puts it into usable forms.
- Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
- Places and receives telephone calls, records messages, maintains calendar(s), and makes travel arrangements.
- Orders and maintains supplies as needed.
- Performs bookkeeping/budgeting tasks associated with the specific position.
- Generates requisitions for attainment of purchase orders.
- Generates initial hiring paperwork, as required for hires/transfers within the department/division.
- Maintains a schedule of appointments and makes arrangements for conferences and interviews.
- May plan and coordinate events, including reserving the venue, producing agenda(s) and making arrangements for refreshments, layout of the room, etc.
- Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.
- Uses computers, calculators, copiers, facsimile machines, etc. to meet work requirements.
- Works with various software applications (Word, Excel, etc.), as well as software specific to the position to generate work product, and enters/retrieves data as needed.
- May be responsible for editing and forwarding time/leave/attendance data within the District's time & attendance system for department/division employees.
- Works well with both supervisors and other members of the team, as well as the public.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general educational degree (GED) and 3 to 5 years of secretarial work and/or training; basic computer skills to include a working knowledge of computers, software applications, and email/calendaring applications (Outlook, Word, Excel, etc.).

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write advanced reports and correspondence. Ability to speak effectively with team members, administration, and members of the public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving variables in standardized and non-standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to develop effective working relationships with team members, administration, and members of the public. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here 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.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate, although it can vary depending on daily activity.