

Jefferson High School Administrative Assistant Duties

CLERICAL DUTIES

Answer phone/take messages
Answer door control
Prepare correspondence as necessary
Filing of personnel and office records
Distribute mail
Prepare advertisements and notices as directed
Comply with laws regarding records disposal

ACCOUNTS PAYABLE

Create PO's approved by Superintendent
Inform staff members of approval
Order yearend supplies
Check in all products received
Distribute orders to staff
Create claims for payment
Create appropriate reports for review
Print AP warrants
Complete AP warrant record keeping

STUDENT ACTIVITY ACCOUNTING

Maintain records of student activity funds
Reconcile bank statements

PERSONNEL RECORDS

Create payroll and HR folders
Maintain personnel folders
Assist new personnel completing forms
Order background checks

ATTENDANCE AGREEMENTS

Manage YDI agreements
Enter YDI agreements into MaeFairs
Track payments received from other districts
Prepare numbers for board meetings

MAINTAIN WEBSITE

Update event calendar
Provide technical support to staff
Review site regularly for accuracy

MAINTAIN POLICY MANUAL

Attend policy meetings
Work with MTSBA personnel for updates

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 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.
- Type at a net corrected speed of 55 words per minute.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.