

## SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

**ADMINISTRATIVE ASSISTANT II - DEPARTMENT OF SAFETY [AND SECURITY/SCHOOL POLICE]****, SECURITY & EMERGENCY MANAGEMENT**

SALARY SCHEDULE: SSP6

COST CENTER: 9035

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year secretarial experience preferred.
- (3) Receive a minimum score of 80 on the Microsoft Word test.
- (4) [Demonstrate proficiency in secretarial skills.] Possess a valid state of Florida Driver's License.
- [(5) Be certified in FCIC/NCIC]
- [(6) (5) [One-year experience with a multi-trunk PABX Telephone switchboard.] Demonstrated experience in school security and/or general security preferred.
- [(7) Experience in working with Bulk and regular mailings]

**KNOWLEDGE, SKILLS AND ABILITIES:**

[Knowledge of Ability to meet and interact with the public.] Ability to positively represent the department through interaction with peers, parents and the general public. Proficiency in the use of computers and specific software applicable to Safety & Security. Knowledge of basic office equipment. General working knowledge of school and/or District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

**REPORTS TO:**

Director of [Safety and Security /Chief of School Police] Safety, Security & Emergency Management  
 Manager of [School Safety and Security] Safety, Security & Emergency Management

**JOB GOAL**

[To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.] To assist in providing a safe and secure learning environment for all District students, staff and visitors.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Perform [ secretarial and clerical] tasks necessary to [and] manage the day-to-day processing of communications, records and services [secretarial duties] within the Safety & Security Department [office].
- \* (2) Operate a variety of office equipment, including computers, fax machines, printers, and scanners.
- \* (3) Transcribe, create and type correspondence.
- \* (4) Duplicate, assemble and distribute documents.
- \* (5) Create and maintain office records and files.
- \* (6) Process communications, including telephone calls, email, Faxes and mail.
- [\* (7) Assist staff and the public by answering routine questions, scheduling appointments and completing forms.]

## SECRETARY II (Continued)

- [\* (8) Assist in preparing communications for students, parents, District staff and/or the public regarding various activities and announcements.]
- [\* (9) \*(7) Communicate effectively with public, students, coworkers and administration.
- [\*(10) \*(8) Respond to inquiries and concerns in a timely manner.
- [\*(11) Assist in maintaining payroll records as assigned.]
- [\*(12) \*(9) Keep supervisor informed of potential problems or unusual events.
- [\*(13) \*(10) Demonstrate initiative in the performance of assigned responsibilities.
- [\*(14) \*(11) Model and maintain high ethical standards.
- [\*(15) \*(12) Follow attendance, punctuality and proper dress rules.
- [\*(16) \*(13) Maintain confidentiality regarding [school matters,] personnel criminal histories, student arrest records, school crisis plans and other sensitive materials.  
Maintain and promote positive relationships with [students, parents and staff.
- [\*(17) \*(14) Contractor/vendors/employees] Safety & Security customers, students, parents, visitors, volunteers, and coworkers.
- [\*(18) \*(15) Participate in workshops, staff meetings, and training sessions as required.
- [\*(19) \*(16) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- [\*(20) \*(17) Perform data entry as necessary or assigned.
- [\*(21) \*(18) Prepare all required reports and maintain all appropriate records.
- [\*(22) \*(19) Follow all School Board policies, rules and regulations.
- [\*(23) \*(20) Exhibit the interpersonal skills necessary as an effective team member.
- [\*(24) \*(21) Demonstrate support for the School District and its goals and priorities.
- [-25] -(22) Perform other [incidental] tasks consistent with the goals and objectives of this position.

### PHYSICAL REQUIREMENTS:

[Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.]

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Supplement No. [ 05 ] **12**

\*Essential Performance Responsibilities