

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT II - DEPARTMENT OF SAFETY AND SECURITY/SCHOOL POLICE

SALARY SCHEDULE: SSP6

COST CENTER: 9035

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year secretarial experience.
- (3) Receive a minimum score of 80 on the Microsoft Word test.
- (4) Demonstrate proficiency in secretarial skills.
- (5) Be certified in FCIC/NCIC
- (6) One-year experience with a multi-trunk PABX Telephone switchboard
- (7) Experience in working with Bulk and regular mailings

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. 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
 Manager of School Safety and Security

JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform secretarial and clerical tasks and manage the day-to-day processing of communications, records and secretarial duties within the office.
- * (2) Operate a variety of office equipment, including computer.
- * (3) Transcribe, create and type correspondence.
- * (4) Duplicate, assemble and distribute documents.
- * (5) Maintain office records and files.
- * (6) Process communications, including telephone calls, Faxes and mail.
- * (7) Assist staff and the public by answering routine questions, scheduling appointments and completing forms.
- * (8) Assist in preparing communications for students, parents, District staff and/or the public regarding various activities and announcements.
- * (9) Communicate effectively with public, students, coworkers and administration.
- * (10) Respond to inquiries and concerns in a timely manner.
- * (11) Assist in maintaining payroll records as assigned.

SECRETARY II (Continued)

- * (12) Keep supervisor informed of potential problems or unusual events.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Maintain confidentiality regarding school matters, Criminal histories, student arrest records.
- * (17) Maintain positive relationships with [students, parents and staff.] Contractor/vendors/employees
- * (18) Participate in workshops and training sessions as required.
- * (19) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- * (20) Perform data entry as necessary or assigned.
- * (21) Prepare all required reports and maintain all appropriate records.
- * (22) Follow all School Board policies, rules and regulations.
- * (23) Exhibit the interpersonal skills necessary as an effective team member.
- * (24) Demonstrate support for the School District and its goals and priorities.
- (25) 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.

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

*Essential Performance Responsibilities