



# ADMINISTRATIVE ASSISTANT I

## SUMMARY/SCOPE/GOAL

To ensure the smooth and efficient operation of the department/division by performing a variety of complex secretarial and administrative duties.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High School diploma or equivalent, required.
- Progressively complex experience in a secretarial or administrative position by attaining either:
  - Minimum of five (5) years progressively complex experience in a secretarial or administrative position with a preference for completion of a vocational secretarial program or attainment of the designation of Certified Administrative Professional (CAP).
  - OR**
  - Minimum of three (3) years of progressively responsible experience accompanied with an Associate degree in Business Management or Associate of Science or Arts degree with emphasis in secretarial/administrative coursework.
- Type at 45 correct words per minute.
- Proficient in word processing and data entry applications as well as general office technology as related to specific job functions.

**Deleted:** or special diploma required

**Deleted:**

**Formatted:** Indent: Left: 1", No bullets or numbering

**Deleted:** 60

**Deleted:** 5

**Deleted:** Transcription/dictation proficiency at an acceptable accuracy rate required. (Word processing proficiency may be substituted at the request of the hiring Director).

#### PREFERRED/DESIRED:

- Notary Public State at Large preferred.
- Associate's Degree from an accredited educational institution.

#### CERTIFICATIONS/LICENSES/TRAINING:

##### REQUIRED:

- Valid Florida Drivers' License

##### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Serve as secretary and assistant to administration at the assigned department/division; arrange appointments, take calls, answer inquiries, and compose and edit correspondence.
2. Maintain department/division records, filing systems and computer database applications, as required.
3. Receive and route incoming calls.
4. Maintain payroll records and reports for all department or division personnel. Input time records and verify accuracy for all payroll records.
5. Process appropriate leave paperwork for department/division employees.
6. Prepare correspondence, memoranda and forms required of the department/division.
7. Receive, send, and distribute incoming and outgoing mail/courier.

**Deleted:** the

## ADMINISTRATIVE ASSISTANT I

8. Schedule appointments and facilities use; maintain supervisor's appointment calendar; advise supervisor of meeting/appointment schedule on a daily basis.
9. Receive and screen callers in a professional, polite, and tactful manner; give assistance on the operations of the office to persons seeking assistance; have the knowledge to refer callers to other employees, officials or departments when warranted.
10. Take minutes of conferences, meetings, or other official functions.
11. Ensure that office equipment is working properly; make necessary calls for repairs.
12. Assist in locating vendors for products and services, prepare and process requisitions and purchase orders; maintain purchasing records.
13. Handle various aspects of the department/division budget to include budget transfers, expenditure transfers, monitoring of the budget and reports.
14. Professionally prepare agendas for meetings, School Board preparation items and other documents as required by the supervisor.
15. Complete database entries to include, but not limited to correspondence, work orders, payroll, and management systems.
16. Serve as the department/division level employee insurance processing agent.
17. Process all new employee records, appointment forms and reclassification/transfer forms. Monitor and maintain accurate records on all employees.
18. Organization skills to maintain an efficiently operating office.
19. Handle travel arrangements for department/division.
20. Utilize the Internet for research, for technical information relative to all aspects of the department/division and for industry news of value to the department/division.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

Extensive knowledge of the operation and program of the school system; considerable knowledge of office practices and procedures, grammar, spelling, and business correspondence. Requires advanced computer skills including graphics, charts, spreadsheets, complex word processing, forms, and template development. Ability to exercise independent judgment in all aspects of the position. Ability to make decisions in accordance with federal, state, and local rules, regulations and statutes and Board policy and apply these to work problems. Ability to deal effectively and courteously with members of the community and school system. Must be able to manage multiple tasks efficiently and effectively in stressful situations. Extensive oral and written communication skills necessary. Discretion is mandatory. Ability to be a self-starter and a self-motivated individual. Ability to analyze data from various sources and to produce reports, spreadsheets, and charts. Knowledge of other departments' functions desirable. Familiarity with subjects of a technical or highly professional and confidential nature may be necessary. Knowledge of Generally Accepted Accounting Principles can be helpful. Proficiency with Window-based software.

#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in

## ADMINISTRATIVE ASSISTANT I

active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

**EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(L) 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. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Varies	<b>DEPARTMENT:</b>	Varies
<b>TITLE CODE:</b>	L3641	<b>CONTENT BY:</b>	<u>Ellie Kelly – Human Resources</u>
<b>GRADE:</b>	11	<b>COMPENSATION:</b>	<u>Ellie Kelly – Human Resources</u>
<b>UNIT:</b>	NB (Non-Exempt)	<b>LABOR RELATIONS:</b>	<u>Karlye Green, Ed.D.</u>
<b>LAST BOARD APVD:</b>	2/12/2002	<b>CLASSIFICATION:</b>	<u>Beth Theady, Ed.D.</u>
<b>SCHEDULE:</b>	<u>8 Hr. – 12 Mos. – 255 Days</u>		

- Deleted: Human Resources
- Deleted: Human Resources
- Deleted: Rick Morton

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	3/1/2000	Developed	Human Resources
1.1	1/19/05	Revised: Change in Qualifications (Does not require Board approval)	
1.2	8/22/06	Change in title from Admin. Assist to Administration Assistant I	
2.0	10/1/2021	New Format	Ellie Kelly – Human Resources
2.1	10/18/2021	<u>Updated requirements to current technology standards</u>	<u>Ellie Kelly – Human Resources</u>

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.