

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: ADMINISTRATIVE ASSISTANT- CONFIDENTIAL

- QUALIFICATIONS:**
1. College degree in a related field or High School diploma and Secretarial training or previous experience as an Administrative Assistant
 2. General knowledge of office routines and procedures
 3. Operational level office skills including: typing, word processing, filing, copying, calculator use, basic record keeping ability, ability to compose correspondence
 4. Must be proficient in Microsoft Office or equivalent software
 5. Ability to exercise independent judgment
 6. Ability to routinely lift 15 pounds at least 20% of the time
 7. Ability to complete tasks that require extraordinary attention to detail and follow through to meet deadlines and commitments
 8. Perform repetitive motions and sit for long periods of time
 9. Exhibit flexibility and ability to adapt to change
 10. Physically move, bend, lift, squat and twist to complete normal daily activities such as moving supplies, boxes or other materials
 11. Good telephone voice and manner
 12. Ability to remain confidential with student and staff matters
 13. Ability to prioritize importance of office functions
 14. A criminal history background check and proof of U.S. citizenship or legal resident alien status is required

REPORTS TO: Directly responsible to the administrator/supervisor of assigned department

JOB GOAL:

To carry out all assigned duties necessary for the smooth and efficient operation of the office and school.

ESSENTIAL JOB FUNCTIONS:

1. Perform a wide variety of office work including typing/word processing, proofreading, filing, recording information, and processing/distribution of correspondence.
2. Maintain calendars and organize appointments for assigned department.
3. Maintains confidentiality of district records and information.
4. Assists in the updating of district policy.
5. Shall perform general office routines and procedures to enable the office to function productively.
6. Assists in the updating of the district website as assigned by department administrator.
7. Shall coordinate the work flow in the assigned department.
8. Answer phone calls/emails to department in a professional and timely manner.
9. Performs office work that supports the school operations and exercises discretion and judgement in relation to the general administration in and over those duties assigned.
10. Greets guests, visitors, parents, students and staff to department and provides timely, cooperative, caring and helpful environment.
11. Shall type and maintain records of requisitions for assigned department.
12. Prepares assigned portions and minutes of the monthly Board of Education meetings.
13. Arranges meetings, prepares meeting agendas, takes clear notes and handles follow-up activities as assigned.
14. Shall assist in the creation of the departmental budget.
15. Maintain general cleanliness of office area.
16. Research and compile a variety of information. Compute that information for various state and district reports as needed.
17. Shall verify vendor invoices for accuracy of pricing/receipt of product.
18. Order, receive and maintain inventory of office and school supplies for department.
19. Receive, open, sort, distribute and screen incoming mail for department.
20. Assist office administrator in coordination/preparation of materials for negotiations as necessary.
21. Shall perform other such duties, as assigned by the administrator /supervisor of the department.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17