

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

---

**TITLE:** ADMINISTRATIVE ASSISTANT (NHEA)

- QUALIFICATIONS:**
1. High School Diploma or equivalent
  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. Shall perform general office routines and procedures to enable the office to function productively.
4. Shall coordinate the work flow in the assigned department.
5. Answer phone calls/emails to department in a professional and timely manner.
6. 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.
7. Greets guests, visitors, parents, students and staff to department and provides timely, cooperative, caring and helpful environment.
8. Shall type and maintain records of requisitions for department.
9. Shall assist in the creation of the departmental budget.
10. Maintain general cleanliness of office area.
11. Type letters of correspondence.
12. Research and compile a variety of information. Compute that information for various state and district reports as needed.
13. Assist with creation of budget for assigned department.
14. Assist administrators in charge of department with supervision of additional department staff (ie- provide feedback about functioning of department as requested, assist in running of meetings as necessary, help with distribution of work, coordinated secretarial support for supervisor as needed).
15. Shall verify vendor invoices for accuracy of pricing/receipt of product.
16. Assist administrator/supervisor with daily activities necessary to effectively run assigned department.
17. Order, receive and maintain inventory of office and school supplies for department.
18. Receive, open, sort, distribute and screen incoming mail for department.
19. Schedule meetings for department as needed.
20. Supervise mailings as needed.
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

2<sup>nd</sup> Reading: 10/16/17