



# Administrative Assistant I

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## OVERVIEW

Reporting to the department head/supervisor, the Administrative Assistant I provides administrative services to the Department including coordinating office procedures and records management. The position operates in an environment of high volumes of work with constant interruptions and changing priorities.

## POSITION DESCRIPTION ADMINISTRATIVE ASSISTANT 1

### **AA1 - 1**

Provides administrative services including maintaining office procedures, organizing schedules, preparing agendas and materials for department, Board and committee meetings, scheduling appointments and making arrangements for travel and special events

### **AA1 - 2**

Provides records management services for the department which includes the preparation and tracking of confidential and technical information such as referral procedures to maintain accurate and current data

### **AA1 - 3**

Types, proofs and processes a variety of materials such as correspondence, memoranda, reports, agendas, time sheets, training materials, service requests, and confidential documents

### **AA1 - 4**

Prepares, files and maintains a variety of records, lists and reports such as inventory lists, assessment/student main files, and personnel files

### **AA1 - 5**

Responds to in person and over the phone inquiries providing information to District staff, parents, students and the public, relaying messages and acting as a liaison for the office

### **AA1 - 6**

Inputs information from a variety of source documents utilizing various computer programs

**AA1 - 7**

Coordinates statistical data, information for meetings and presentation material

**AA1 - 8**

Provides records management services which include the preparation and tracking of confidential information to maintain accurate and current organizational data and to ensure efficient information retrieval

**AA1 - 9**

Composes correspondence, memoranda and email

**AA1 - 10**

Records and transcribes minutes of meetings for internal and departmental distribution

**AA1 - 11**

Coordinates purchases including researching products and prices, ordering supplies and test materials, and preparing requisitions and expense statements

**AA1 - 12**

Opens, screens and distributes incoming mail

**AA1 - 13**

Duplicates, sorts, collates and staples materials

**AA1 - 14**

Arranges refreshments for District workshops, training sessions and committee meetings

**AA1 - 15**

Moves and lifts office supplies and archive materials up to 18 kg (40 lbs.)

**AA1 - 16**

Operates such equipment as computer, , fax, calculator, photocopier, , postage meter, and laminator

**AA1 - 17**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS  
ADMINISTRATIVE ASSISTANT 1**

<b>EDUCATION</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  Grade 12 or equivalent; and,  Some course work in basic accounting, records management and computer skills (Must demonstrate bookkeeping competency by passing a related district test)
<b>EXPERIENCE</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  One (1) year office administration experience
<b>KNOWLEDGE</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  Knowledge of word processing, spreadsheet, database management, and presentation applications  Knowledge of records management  Basic knowledge of the school system and a willingness to gain an understanding of the District policies and procedures as they relate to the department  <b><i>JOB SPECIFIC REQUIREMENTS (when required)</i></b>  Knowledge of bookkeeping principles (including month end statements and non-public funding)  Knowledge of the Information Systems (TrueNorth, MyEd, Moodle, PowerSchool, GlobalEd)

<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Keyboarding at 60 W.P.M.</p> <p>Ability to perform job related mathematical calculations</p> <p><b><i>INTERPERSONAL REQUIREMENTS</i></b></p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to request and convey information in an appropriate manner</p> <p>Flexibility</p> <p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></p> <p>Ability to organize and prioritize work and multi-task in a busy environment often under pressure and multiple demands</p> <p>Ability to work well independently and as a member of a team</p> <p>Ability to compose to business correspondence</p> <p>Analytical ability</p> <p>Ability to pay close attention to detail</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Able to lift up to 18 kg (40 lbs) and operate related equipment</p> <p>Able to perform related physical and mental activities</p>

Reviewed November 2021