

ORANGEBURG COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Interim Administrative Assistant to the Board of Trustees

FLSA: Exempt

DAYS: TBD

GENERAL SUMMARY

Under limited supervision, performs varied and complex administrative and secretarial work in support of Board of Trustees and the District Superintendent, requiring comprehensive knowledge of District policies, procedures and regulations. Provides assistance to District management, co-workers and the general public as required. Reports to the Board of Trustees and Superintendent.

ESSENTIAL FUNCTIONS

Assists Board of Trustees and Superintendent members by performing a variety of complex or specialized secretarial and administrative duties, which include but are not limited to composing and/or preparing reports and correspondence, performing physical and electronic dictation and transcription, researching and compiling data, scheduling meetings and appointments, preparing meeting materials, maintaining computer record-keeping operations, establishing and maintaining filing systems, making travel and conference arrangements, processing professional membership applications / records for Superintendent, etc.

Travels to and attends all Board meetings, held after regular work hours; coordinates the preparation of meeting agendas and materials; prepares agendas and supporting documentation for delivery to Board members; records, transcribes and publishes meeting minutes; prepares correspondence pertaining to Board matters; maintains related files.

Performs various bookkeeping duties, including but not limited to procuring office supplies, monitoring budget, processing invoices, processing reimbursement requests, preparing financial reports, assisting with the annual audit, collecting and depositing various fees and funds, etc.

Types, copies, files and mails various routine and confidential letters of correspondence, reports, newsletters and official documents.

Performs computer data entry to record and retrieve information; generates computer reports as required.

Receives and responds to inquiries, requests for assistance, concerns and complaints from school personnel, parents, other districts and agencies, and the general public; briefs Superintendent on any actions taken.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Greets office visitors and performs customer/public service duties as required.

Performs routine clerical duties as necessary, including copying and filing documents, collating materials, sending and receiving faxes, maintaining logs and mailing lists, processing mail, etc.

Coordinates special projects as assigned.

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Operates a variety of equipment, which include a computer, printer, typewriter, copier, fax machine, telephone, transcription equipment, calculator, etc.; uses clerical, computer and bookkeeping supplies.

Interacts and communicates with the Superintendent, Board members, other District administrators and staff, school personnel, students, parents, sales representatives, community leaders, State Department of Education personnel, legislators, various outside organizations and professionals, and the general public.

Updates District Policy manual with the revised South Carolina School Board's Association policies.

Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Assists other departments with administrative and clerical tasks as required.

Performs related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Requires an Associate's degree in business, liberal arts, secretarial science or related field supplemented by three to four years of responsible secretarial experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to type with speed and accuracy. Must possess a valid state driver's license.

Knowledge:

Has comprehensive knowledge of the methods, policies and procedures of Orangeburg County School District pertaining to specific duties of the Administrative Assistant. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the organization of the District and of related departments and agencies. Has thorough knowledge of modern office practices, procedures and of business English and arithmetic. Has knowledge of the principles and practices of bookkeeping. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations.

Skills/Effort:

Ability to read, understand and follow written and verbal instructions. Ability to take, transcribe and type complex dictation accurately and rapidly and to compose effective and accurate correspondence. Ability to deal with government officials, community leaders, administrative personnel, school District employees, and the general public tactfully and courteously. Ability to obtain information quickly and accurately. Skill in dealing with the general public in routine and non-routine or difficult situations. Ability to assist co-workers, vendors, and the public. Ability to use 10 key calculator; possesses excellent typing skills. Ability to use computer system, copier machine, typewriter, fax and calculator. Ability to work independently on responsible and confidential assignments and administrative tasks. Ability to compose and prepare reports, records and other correspondence. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to maintain a close, effective and confidential working relationship with

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the Board of Trustees and the administration. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to compose letters and memoranda without dictation. Is able to take and transcribe dictation and type with speed and accuracy. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret professional, technical and financial documents and related materials pertaining to the responsibilities of the job. Is able to maintain records with accuracy and confidentiality. Has skill in the use of computers for data processing, word processing and records management. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Has the ability to offer assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Working Conditions:

Work is conducted primarily indoors with little exposure to discomforting or dangerous environmental conditions. Physical demands are restricted to general office activities generally requiring a minimum of physical exertion, lifting office items weighing up to 25 pounds. Some local travel is required.

Responsibility:

No direct budget responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.