

# *Magnolia School District*

## **SENIOR ADMINISTRATIVE ASSISTANT**

*(Confidential Position)*

### **DEFINITION**

Under limited direction, serves as secretary to a cabinet level administrator relieving him/her of administrative and clerical detail and by organizing complex office activities, supervising clerical staff, coordinating communications, and performing very responsible and complex secretarial and clerical duties; performs assigned technical activities; may take, transcribe, and prepare minutes and other correspondence; performs related work as necessary or required.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Organizes/coordinates office activities to enhance the efficient flow of communications, filing, recordkeeping, and reporting;
- Relieves supervisor of administrative details;
- Compiles complex reports utilizing independent judgment in collecting, analyzing, and processing data;
- Handles correspondence, questions, and inquires concerning the specific application of District and office policies and procedures with accuracy, promptness, and tact;
- May take edit, and prepare dictation involving substantial technical terminology, organizational and procedural knowledge, and familiarity with laws, policies, and directives;
- May take, transcribe, prepare, and report official minutes or conference dictation, including material of a confidential nature, using experienced business judgment; composes letters and memos on a variety of matters from brief notes or general instructions;
- Compiles agenda materials, statistical data, and various drafts for administrative approval;
- Maintains schedules of appointments and deadlines;
- Screens calls and visitors;
- Types letters, reports and other data accurately and appropriately;
- Opens, prioritizes, and routes administrator's mail and correspondence;
- Inputs and retrieves information and data utilizing data and word processing equipment;
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Functions organization, and clerical operation of an administrative office;
- Scheduling, coordinating, evaluating, and supervising work of others;
- Modern office methods, procedures, terms, equipment, and public relations;
- Appropriate telephone etiquette, English usage, spelling, grammar, and punctuation;
- Business mathematics, filing systems, record and report keeping procedures;
- Rules, regulation laws, and policies governing the district.

#### **Ability to:**

- Interact and communicate effectively with others;
- Perform highly complex office, secretarial, and clerical work involving independent judgment and requiring accuracy and speed;
- Make clear and comprehensive reports;
- Develop, keep, locate, and maintain diverse records;

- Understand, interpret, and apply rules and directions to specific situations requiring good judgment, tact, and poise;
- Compose difficult correspondence independently;
- Type at a net corrected speed of 60 wpm;
- Take dictation or type from a recording;
- Use computer word processing and spreadsheet software;
- Willingness to take on new responsibilities and adapt to changing situations.

**Education:**

- Equivalent to graduation from high school, including or supplemented by business courses;
- Post-secondary Education – Preferred;
- Course in word processing, computer skills, and proofreading.

**Experience:**

- Prior successful experience performing responsible clerical, secretarial, and administrative support
- work in a major administrative office

**DESIRABLE QUALIFICATIONS**

- Successful clerical experiences that demonstrates an ability to perform responsible secretarial
- functions and oversee an office;
- Knowledge of First Aid/CPR.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee’s primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

**PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting some of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 44

Created/Revised: 9/22/03; 7/6/16

Board Approved: 04/2017

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*EQUAL OPPORTUNITY EMPLOYER*

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