

**Qualifications:**

- High School Diploma or equivalent
- Extensive broad and intensive experience in a office environment with responsibility for a large variety of complex duties.

**Nature of Work:**

An employee in this position performs a wide variety of duties as an assistant to a top level administrator. Most actions are directed by the general policies and precedents of the system or by own judgment. The work requires a high degree of resourcefulness. Within the limits of the employee's assigned authority, the employee is expected to analyze and resolve problems independently, or on rare occasions consult with high authority on matters that may have wide reaching impact. The employee is expected to plan and organize work methods to produce the assigned outcomes.

**Knowledge, Skills, and Abilities:**

- Extensive knowledge of grammar, vocabulary and punctuation
- Extensive knowledge of office practices and procedures
- Extensive knowledge in specific area of assignment
- Considerable knowledge of rules, regulations, procedures and functions of complex organizations
- Ability to promote good relationships internally and with the public
- Ability to exercise sound judgment in resolving problems
- Ability to plan and organize work activities
- Ability to perform with only broad statements of expectations
- Good communication skills both written and verbal
- Extensive Word Processing skills; HR software; Internet; e-mail, WORD, EXCEL, PowerPoint.

**Essential Job Functions:**

- Identifies sources of a variety of information, prepares comprehensive reports, abstracts of factual data or speeches and documents.
- Prepares documents proposing and projecting major capital outlay and other expenditures.

- Oversees the installation of record maintenance throughout the school system.
- Reviews incoming correspondence to be informed of supervisor's needs and activities, to delegate to others or bring to supervisor's attention.
- Composes responses on their own cognition to incoming correspondence to relay complex information.
- Prepares written directives of application of policy or procedural processes.
- Devises and installs work methods to implement rules, regulations and guidelines
- Recommends policies and/or procedures for intra-departmental activities.
- Review and ensures accuracy of outgoing correspondence, records and/or reports of complex procedural or program activities.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_