

**Qualifications:**

- High School Diploma or equivalent
- Experience supporting a high level administrator or possession of technical knowledge in a specialized area is preferred.

**Nature of Work:**

Employee performs a large variety of clerical duties involving interaction with other departments. Employee functions as the primary support to a high level administrator. Work is directed by precedents or broad policy. Employee utilizes a large variety of guidelines, some of which may be technical and require interpretation, to analyze facts and determine the correct procedure to use. Employee may develop procedures for non-technical and non-complex problems, and is expected to resolve problems independently.

**Knowledge, Skills, and Abilities:**

- Considerable knowledge of grammar, vocabulary and punctuation
- Considerable knowledge of office practices and procedures
- Considerable knowledge of bookkeeping
- Some knowledge of accounting techniques and procedures
- Skill to operate a computer and typewriter
- Skill in fast and accurate shorthand
- Ability to compile and summarize information
- Ability to access information through a computer network, or from a mini-or main-frame computer
- Ability to reconcile divergent entries
- Ability to learn, interpret and explain policies, regulation and programs
- Ability to resolve problem situations
- Ability to schedule variable work
- Extensive Word Processing skills; school software; Internet; e-mail, WORD, EXCEL, PowerPoint

**Essential Job Functions:**

- Identifies sources needed and compiles a variety of data.
- Codes data from a complex and/or large number of coding sources.
- Traces and reconciles disagreements records.
- Maintains a variety of complex ledgers.

- Determines soundness of requests for materials or small amounts of money and rejects or approves.
- Sets up and maintains files or storage of a large and varied number of subjects.
- Files and retrieves information from an alphabetical, chronological, numerical, or by subject filing system.
- Purges files by prescribed procedures.
- Operates large variety of standard office equipment.
- Originates design and layout and types tabular material, charts and statistical materials.
- Locates, identifies and gives out appropriate and accurate information.
- Composes drafts or official minutes, records or polices
- Composes narrative materials with interpretative information relating to one or few program area(s).
- Performs other duties and responsibilities as assigned by supervisor.

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