



Position Title: **Administrative Assistant**  
Department: District Office  
Reports To: Director of Finance

**SUMMARY:** Provides confidential administrative support to Director of Instruction & Student Services and other district Directors. Responsible for Medicaid billing, greeting visitors, answering a multi-line telephone and provides other administrative support. Provides information regarding the school district to the general public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Answers telephone, directs calls, and relays messages
2. Responsible for Medicaid billing for the district
3. Supports staff responsible for submitting Medicaid data for billing purposes
4. Communicates regularly with Director of Instruction and Students Services as well as Director of Finance regarding status of Medicaid billing
5. Provides district information to callers and answers general questions
6. Greets visitors entering district office
7. Prepares documents for district mailings
8. Directs visitors to correct destination
9. Monitors visitor access and maintains security awareness
10. Provides confidential administrative and clerical support to district Directors
11. Receives and sorts regular mail and district courier mail
12. Maintains tidy front office area
13. Routinely fills copy machines and printers with paper as needed
14. Makes copies from master forms as needed (job applications, school calendar, etc.)

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School Diploma or equivalent required, with some college preferred. Previous experience in clerical work and administrative support preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, proofread for accuracy. Ability to analyze and interpret governmental regulations, financial reports and legal documents. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public. Ability to maintain poise and composure when dealing with unhappy or distressed members of the staff or public. Must be able to maintain positive and pleasant demeanor under stressful conditions.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to add and subtract two digit numbers and to divide with 10's and 100's. Ability to apply basic arithmetic calculations using units of American money, weight measurements, volume and distance. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent. Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:**

Ability to operate office machines and computer and related software, including but not limited to Word and Excel. Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to handle a variety of duties all at once. Gives attention to detail. Takes initiative and is reliable.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk and/ or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the employee will lift up to 10 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

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Signature

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Date