



## Administrative Assistant

**SUMMARY:** Under basic supervision, performs a variety of office support functions to assist Mandan Public School (MPS) management staff with technical, clerical, and administrative duties; performs special program and project activities, updates records and computer database, and provides information and assistance to customers.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Performs experienced clerical, technical, and administrative duties, including special projects, special program activities, managing calendars, data entry, record keeping, records research, and processing documents; performs duties in accordance with MPS policy and procedures, and within scope of authority; duties may vary according to job assignment and work skills.
- Uses knowledge of MPS policies and procedures to assist work group with special projects, special events, administrative support, technical assignments, and office support functions; prepares meeting agendas, attends meetings, records and transcribes proceedings, and distributes meeting minutes.
- Coordinates and organizes operational workflow; exercises initiative and independent judgment in performing duties; applies judgment to resolving problems, analyzing data, and making decisions; tracks department issues, and assures the effective communication of operational information.
- Uses training and experience in area of assignment to review and process files, applications, registrations, special MPS forms, invoices, and technical documents,
- Collects statistical data and compiles data for reports; researches and updates files and databases; locates information for staff and others as authorized.
- Coordinates work group activities, schedules, meetings, and special arrangements.
- Prepares correspondence; compiles and distributes information packets, and other communications.
- Performs bookkeeping and timekeeping duties; processes documents and resolves technical issues.
- Provides information, instructions, and assistance to the public and others having business with the District; assists customers with requests, applications, school forms, and other documents; answers questions and resolves issues within scope of authority and training.
- Cross- trains in a variety of administrative and technical functions.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience Guidelines**

High School diploma or GED equivalent; AND three years of administrative support and computer experience, preferably with MPS or another educational environment; OR an equivalent combination of education, training and experience.

### **Knowledge of:**

- MPS policies and procedures.
- Policies, rules and regulations covering specific areas of assignment.
- MPS administration policies, including accounting, payroll, and personnel rules.
- Operations, services, and activities performed by assigned department.
- Methods and techniques of researching and compiling data for reports and presentations.
- Customer service principles, protocols, and methods.
- Personal computers utilizing standard and specialized software applications.
- Record keeping and file maintenance principles and procedures.

### **Skill in:**

- Planning, prioritizing, and completing assignments with minimum supervision.
- Writing professional reports and correspondence from brief instructions.
- Understanding, explaining, and applying relevant rules, regulations, policies and procedures.
- Using initiative and independent judgment within established procedural guidelines.
- Researching and compiling data for reports and technical documents.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Entering computer data with high levels of accuracy and productivity.
- Establishing and maintaining effective working relations with co-workers.
- Communicating effectively verbally and in writing.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

A valid North Dakota State Driver's License may be required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment.