

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: ADMINISTRATIVE ASSISTANT I (SUPPORT SERVICES)
CALENDAR: ADMINISTRATIVE ASSISTANT
SALARY: GRADE 13

Job Goal

Independently perform secretarial duties of above average difficulty requiring independent judgment and knowledge of District policies and procedures

Minimum Qualifications:

- High school diploma or equivalent with emphasis on appropriate business courses
- Three or more years progressively responsible experience requiring above average secretarial skills
- Ability to type accurately at an acceptable rate of speed and to take dictation if required
- Ability to operate standard business machines, including computer/ word processing and communication radio
- Ability to work cooperatively with parents, students, staff and the general public
- Ability to manage multiple tasks
- Knowledge of and adheres to all policies, regulations and rules
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Perform a variety of secretarial and clerical duties, including filing, typing, and transcribing correspondence, bulletins, memoranda, notices, reports, and written materials
- Schedule appointments and answer telephone providing information as requested
- Maintain appropriate files and records
- Input and update information into computer
- Coordinate and schedule related functions
- Handle a variety of correspondence, reports and other materials pertaining to schools, students and staff; maintain confidentiality of information
- Compile information and prepare a variety of logs and statistical reports as requested and in conformity with State Department of Education or federal requirements
- Order, check, invoice and store supplies; maintain inventory and check against budgeted amounts
- Process payroll actions as required
- May supervise and assign work to others
- Perform related duties as requested
- Perform all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction

- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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.