

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: ADMINISTRATIVE ASSISTANT I (CEF)
CALENDAR: [ADMINISTRATIVE ASSISTANT I](#)
SALARY: [GRADE 13](#)

Job Goal

To provide our students with the knowledge, skills and attitudes to become life-long learners and responsible citizens by: Independently perform secretarial duties of above average difficulty requiring independent judgment in relation to the operation of a non-profit organization

Minimum Qualifications:

- High school diploma or equivalent with additional training in related area 2
- Four or more years progressively responsible experience requiring above average secretarial skills
- Ability to operate standard business machines, including computer terminal with word processing
- Knowledge of Microsoft Windows operating system and other standard software programs
- Ability to work cooperatively with parents, students, staff and the general public
- Knowledge and usage of appropriate verbal and written communication skills
- 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
- Assume responsibility for the management of budget activities
- Maintain appropriate files, records and accounts
- Compile and maintain statistics and financial reports
- Organize all details of special events, meetings and other grant activities
- Prepare correspondence and provide communication between entities
- 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 accepting 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