

DeKalb County School District Position Specification

Title: Assistant, School (formerly Secretary I)

DIVISION	School-Based		
DEPARTMENT	School-Based		
REPORTS TO	Principal		
CLASSIFICATION	System Support – Clerical	LEVEL	CL2
CALENDAR	10 Month/12 Month	FLSA	Non-Exempt
RETIREMENT	Teachers Retirement System	APPROVED (HR)	07/02/2012

General Statement of Job

Under direct supervision, performs a variety of office support duties, including bookkeeping, payroll, purchasing, registration and customer service to all staff, parents, students, and community and business representatives visiting the DeKalb County School District.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Communicates with parents, students and staff through office visits, telephone calls, two-way radio transceivers, and the parent portal; assists secretary with registration, withdrawals and other concerns; greets visitors, answers, assists and/or redirects phones calls and handles service calls.
- Inputs data pertaining to staff absences, substitute recruitment, substitute payroll (through GUI) and payroll for extracurricular programming such as tutoring; collects and files documentation such as sign-in sheets, and leave forms.
- Collects appropriate funds and prepares deposits that are entered into a bookkeeping system such as Manatee; submits invoices for payment and prints checks; prepares monthly financial reports for in-house bookkeeping or internal auditors.
- Opens, date stamps and sorts mail; maintains office files; processes work orders; schedules appointments and maintains supervisor's calendar; monitors and orders office supplies.
- Enters requisitions for purchases and submits all paperwork for purchases in a

timely manner.

- Enters, prints and files field trip requisitions to request bus transportation for students and teachers; prepares and submits check payments for field trip bus requests.
- Performs other duties as assigned.

Education and/or Experience:

High school diploma or GED equivalent required with minimum of one (1) year of responsible office/clerical experience is required.

Certificates, Licenses, Permits: None.

Knowledge, Skills & Abilities:

May require:

Knowledge of current office best practices and procedures; use of office machines and equipment; proper and business English, spelling, grammar, and punctuation; methods and techniques used in recordkeeping; principles and practices of supervision; organizational and department functions

Skill in effective oral, written and interpersonal communication; taking and transcribing dictation and a variety of materials that may include statements and minutes; composition, setting up and typing a variety of correspondence, reports and other materials

Ability to perform a variety of administrative support assignments; meet and interact with various governmental officials/community representatives, students, parents, personnel and other visitors

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.