

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT[II]III-CRIMINAL JUSTICE ACADEMY

SALARY SCHEDULE: SSP[6] 2

COST CENTER: [DISTRICT-WIDE] SUNCOAST TECHNICAL COLLEGE 0391

QUALIFICATIONS:

- High School Diploma or equivalent.
- [Minimum of one (1) year secretarial experience.] Associates Degree in a business-related field or a minimum of 5 years general office experience
- Demonstrate proficiency in secretarial skills.
- ESD proficiency preferred
- Excel proficiency preferred
- Able to organize and work independently with speed and accuracy and ability to work under stress and meet pressing deadlines.
- Knowledge of Criminal Justice preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- [Ability to meet and interact with the public.]
- [Proficiency in the use of computers and specific software.]
- [Knowledge of basic office equipment.]
- [General working knowledge of school and/or District].
- [Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision.] [Ability to work alone or as part of a team.]
- [Good oral and written communication skills.]
- [Basic mathematical skills.]
- [Good organizational skills.]
- Ability to perform highly responsible duties necessary to support the school or District.
- Knowledge of the organization, operation, program and goals.
- Knowledge of federal, state and District rules, regulations and policies.
- Strong organizational skills with ability to prioritize and respond timely and accurately to deadlines.
- Ability to maintain confidentiality.
- Considerable knowledge of office practices and procedures and operation of office equipment.
- Excellent oral and written communication skills.
- Effective use of business mathematics.
- Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public.
- Knowledge of computer programs including, but not limited to, Microsoft Word, Excel and Microsoft Publisher.
- Ability to schedule time and to handle multiple tasks in stressful situations

REPORTS TO:

Principal STC
[District Administrator] Program Director, Criminal Justice Academy

JOB OBJECTIVES:

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

ADMINISTRATIVE ASSISTANT [II] III-CRIMINAL JUSTICE ACADEMY (Continued)

SUPERVISES:

N/A

[PERFORMANCE RESPONSIBILITIES:]

- [Perform secretarial and clerical tasks and manage the day-to-day processing of communications, records and secretarial duties within the office.]
- [Operate a variety of office equipment, including computer.]
- [Transcribe, create and type correspondence.]
- [Duplicate, assemble and distribute documents.]
- [Maintain office records and files.]
- [Process communications, including telephone calls, Faxes and mail.]
- [Assist staff and the public by answering routine questions, scheduling appointments and completing forms.]
- [Assist in preparing communications for students, parents, District staff and/or the public regarding various activities and announcements.]
- [Communicate effectively with public, students, coworkers and administration.]
- [Respond to inquiries and concerns in a timely manner.]
- [Assist in maintaining payroll records as assigned.]
- [Keep supervisor informed of potential problems or unusual events.]
- [Demonstrate initiative in the performance of assigned responsibilities.]
- [Model and maintain high ethical standards.]
- [Follow attendance, punctuality and proper dress rules.]
- [Maintain confidentiality regarding school matters.]
- [Maintain positive relationships with students, parents and staff.]
- [Participate in workshops and training sessions as required.]
- [Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.]
- [Perform data entry as necessary or assigned.]
- [Prepare all required reports and maintain all appropriate records.]
- [Follow all School Board policies, rules and regulations.]
- [Exhibit the interpersonal skills necessary as an effective team member.]
- [Demonstrate support for the School District and its goals and priorities.]
- [Sustained focus and attention to detail for extended periods of time.]
- [Perform other incidental tasks consistent with the goals and objectives of this position.]

PERFORMANCE RESPONSIBILITIES:

- Responsible for overall administrative support of the cost center head and office staff.
- Perform those duties that ensure a high order of administrative efficiency and employee responsiveness.
- Independently compose and type routine correspondence
- Assist in training and supervising any clerical personnel as directed by supervisor.
- Maintain complete and accurate payroll records as assigned.
- Complete all site-based Human Resource related paperwork related to hiring, evaluations, transfer, and termination of personnel.
- Prepare contracts, invoices, supplements, additional duty days, work orders, and other paperwork as necessary.
- Obtain substitute teachers using automated sub placement system (School-based Admin. Asst's only) and obtain substitute classified subs as needed.
- Respond to inquiries and concerns from parents, customers, etc. in a timely manner.
- Maintain daily appointment calendar for supervisor, scheduling appointments and meetings.
- Assemble a wide variety of information and data and assist in the preparation of reports and records.

ADMINISTRATIVE ASSISTANT[II]III-CRIMINAL JUSTICE ACADEMY (Continued)

- Coordinate school or cost center events.
- Prepare agenda items or materials for meetings as assigned.
- Maintain a variety of files and records including personnel files.
- Keep supervisor informed of potential problems and unusual events.
- Use positive and effective interpersonal communication skills.
- Maintain confidentiality.
- Maintain a courteous and professional manner.
- Maintain positive effective working relationships with District / school personnel and coworkers.
- Participate in training to update and increase skills.
- Screen incoming telephone calls and refer to appropriate staff.
- Order and maintain office supplies.
- Report to work regularly and on time.
- Demonstrate initiative in the performance of assigned responsibilities.
- Perform assigned bookkeeping duties.
- Submit accurate reports in a timely manner and maintain all appropriate records.
- Complete assignments with minimum supervision.
- Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- Receive and distribute mail.
- Demonstrate support for school or department and District goals and priorities.
- Perform other incidental tasks consistent with the goal and objectives of this position.

CRIMINAL JUSTICE ADMINISTRATIVE ASSISTANT POSITION DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Overall administration and maintenance of all criminal justice program records and trust fund monies. *Provide quality customer service to our students, staff, law enforcement agencies and community members.
- Actively provide and/or facilitate professional development for criminal justice staff and law enforcement community.
- Ensure safety standards are always met.
- Maintain daily appointment calendar for supervisor, scheduling appointments and meetings.
- Prepare agenda items or materials for meetings as assigned.
- Maintain confidentiality and compliance with Criminal Justice Information System (CJIS) and Automated Training Management System (ATMS).
- Communicate effectively with textbook vendors and coordinate all textbook adoption events and locations.
- Prepare trust fund audit records and other paperwork as assigned. Independently compose and type routine correspondence.
- Respond to inquiries and concerns from agencies, audits, etc. in a timely manner.
- Oversee operation and maintenance of buildings, grounds, and office equipment and report all malfunctions for necessary repairs.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

ADMINISTRATIVE ASSISTANT[II]III-CRIMINAL JUSTICE ACADEMY (Continued)

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05