

Somerset County Public Schools

Job Description

Job Title: Administrative Office Associate I
Department: Student Services
Reports To: Student Services Supervisors
FLSA Status: Non-Exempt/Hourly
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Approved By: **Board of Education**
Approved Date: **May 18, 2010**

I. Summary

Provides administrative support to the Supervisors of Student Services by performing the following duties:

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Supervisors of Student Services.

- Answers telephones, provides information and takes messages.
- Operates a variety of office equipment including, but not limited to, computer, calculator, copier, switchboard, etc.
- Composes letters, memorandums and other correspondence.
- Prepares and processes purchase orders.
- Assists supervisors in preparing for workshops, including scheduling speakers, preparing memos and agendas, copying and coordinating other materials.
- Duplicates and distributes resource materials and reports as required.
- Opens and distributes departmental mail and receives and sends departmental faxes.
- Orders, receives and issues materials and supplies for all student services functional areas.
- Tracks expenditures of various accounts and provides updates to supervisors as requested.
- Completes monthly and quarterly reports (i.e. Learning Support Team, bullying, etc.)
- Manages monthly homeless reporting system.
- Coordinates records request between schools and various agencies (i.e. local Dept. of Juvenile Justice, DSS, and the courts).
- Provides administrative assistance for all testing programs (i.e. inventory, distribution of materials, etc.)
- Coordinates and develops department information for county and parent newsletters.
- Distributes health services, school counseling, and learning support information to schools in a timely manner.
- Ensures accurate documentation and timely processing of various timesheets, mileage reimbursements, credit card statements, and other invoices.
- Updates brochures, resource lists, newsletters, and websites as needed.

- Notifies staff and prepares files for truancy court (bimonthly).
- Develops and maintains an organized filing system for all records and reports.
- Reserves vehicles and credit cards for support staff and ensures appropriate paperwork is submitted.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

High School Diploma with at least three years experience as an administrative assistant. An Associate's degree is preferred. Prior administrative experience through a public school system is also preferred.

B. Certificates, Licenses, Registrations

A valid driver's license is required as there is local travel on an occasional basis.

C. Language Skills

Ability to read and interpret general policies, procedures, instructions and regulations. Ability to write reports and correspondence as directed. Ability to effectively present information and respond to questions from groups of students, administrators, parents and the general public.

D. Mathematical Skills

Ability to calculate figures and amounts such as discounts and interest. Ability to apply concepts of basic arithmetic.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Project Management software; Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand job knowledge.

G. Other Skills and Abilities

Ability to communicate effectively, both orally and in writing, in a professional manner with a variety of individuals.

H. Other Qualifications

Must be able to travel to schools within the County and out of town for business meetings as necessary. Must be dependable. Ensures work responsibilities are covered when absent. Arrives to meetings on time.

IV. Physical Demands

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. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.