



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Administrative Assistant (Fiscal & Business Support Services)**

Position Type: <b>Classified</b>	Department: <b>Fiscal Services</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Deputy Superintendent of Fiscal &amp; Business Support Services</b>
Salary Range: <b>34</b>	
Term of Employment: <b>12 months</b>	Date: <b>February 24, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

To assist the Deputy Superintendent of Fiscal & Business Support Services by performing a variety of office work, management, records, and communication tasks to ensure an efficient operation of the department.

*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.*

### **ESSENTIAL FUNCTIONS:**

- Screens and sorts mail, arranges items for immediate attention, appending and attaching other relevant materials from files and records, and interpreting incoming messages and correspondence for expeditious or convenient handling by superior.
- Type letters and other materials from abbreviated notes or from orally dictated records.
- Maintains calendar and schedules appointments.
- Records notes or records of proceedings as a recording secretary to a committee or group.
- Attends committee meetings representing the department, as directed.
- Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work system.
- Composes correspondence dealing with subject matters in ways that require some judgment or discretion, replying to inquiries, presenting or requesting information as delegated.

- Maintains file system, keeps current by entering and withdrawing materials and correcting errors.
- Compares data from several sources to ensure accuracy of report statements, descriptions or phraseology, according to established criteria relying on some knowledge of the subject material.
- Types a variety of forms, records, and reports from a variety of primary reference sources.
- Gathers and compiles data into statistical information to meet requirements of periodic or other scheduled reports according to established procedure.
- Confers with superior concerning work, gives information and advice, receives instruction and guidance.
- Carries out tasks on behalf of superior, frequently involving significant contact with program clientele or beneficiaries, requiring program knowledge, discretion and interpersonal skills.
- Identifies resources-people, companies, cities, county, or state, present information in a logical manner.
- Orders and reorders supplies for office and for program(s), as needed.
- Uses a computer terminal/word processor to input documentation for storage and retrieval; conducts research as assigned.
- Creates presentation materials using computer software such as PowerPoint, Excel, Word, etc.
- Retrieves data from computer files using terminal/word processor.
- Manages Payroll and Accounts Payable warrant distribution and Payroll pay card distribution.
- Manages the District Safe Driving Program.

#### **MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

#### **SUPERVISORY RESPONSIBILITIES:**

- Supervises staff as assigned.

#### **SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follows the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.

- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- Experience in office records, communications, computer software; such as, PowerPoint, Excel, or Word, etc.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must be able to lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually quiet.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*