

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CONFIDENTIAL

Job Title: Department Administrative Assistant

Job Code: 7500

Department: Multiple Locations

Pay Grade: 1

Date: 10/5/11

BASIC OBJECTIVES

Acts as assistant to administrative supervisor.

JOB TASKS/RESPONSIBILITIES

1. Answers the telephone, responds to inquiries and provides information based on general knowledge of departmental programs and activities.
2. Composes correspondence for supervisor's signature.
3. Opens and distributes mail; assembles material for use by supervisor.
4. Assists in the preparation of payroll, travel reports, etc. for department as directed.
5. Assists in performing light accounting functions and maintaining budget records.
6. Orders supplies and initiates purchase orders as requested.
7. Assists in coordinating the preparation for workshops, meetings and seminars.
8. Maintains complex filing systems and records as required.
9. Codes, classifies, posts and consolidates information for reports; checks for required forms and number of copies.
10. Maintains confidentiality regarding departmental and business matters.
11. Follows adopted policies and procedures in accordance with School Board priorities.
12. Performs other duties as assigned.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: bending, twisting, reaching, sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. High school diploma or equivalent.
2. Minimum of two (2) years of experience performing routine office clerical functions.
3. Demonstrated knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
4. Demonstrated knowledge of office practices and procedures.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to deal effectively with the public.
7. Must demonstrate competency by passing the appropriate clerical examinations.