

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**JOB DESCRIPTION**

**CONFIDENTIAL**

**Job Title:** District Administrative Assistant

**Job Code:** 7501

**Department:** Multiple Locations

**Pay Grade:** 2

**Date:** 10/5/11

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**BASIC OBJECTIVES**

Acts as assistant to administrative supervisor.

**JOB TASKS/RESPONSIBILITIES**

1. Answers the telephone, responds to inquiries and provides information pertaining to the procedural operations of the department.
2. Establishes and maintains control procedures for processing incoming correspondence and action documents.
3. Composes moderately to highly complex correspondence for supervisor's signature.
4. Opens and distributes mail; assembles materials for use by supervisor.
5. Prepares payroll, travel reports, etc. for department as directed.
6. Orders supplies, initiates purchase orders, and authorizes payment for items received.
7. Maintains department/division personnel records. Processes personnel paperwork related to newly hired department/division employees.
9. Performs light accounting functions and maintains budget records.
10. Coordinates preparations for workshops, meetings and seminars.
11. Maintains complex filing systems and records as required.
12. Codes, classifies, posts and consolidates information for reports.

13. Follows adopted policies and procedures in accordance with School Board priorities.
14. Maintains confidentiality regarding departmental and business matters.
15. Performs related duties as required or as assigned.

### **PHYSICAL REQUIREMENTS**

This is sedentary work which 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 three (3) years of progressively responsible experience performing routine office clerical functions.
3. Demonstrated knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
4. Thorough knowledge of District 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 examination.