

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CONFIDENTIAL

Job Title: Senior Administrative Assistant

Job Code: 7502

Department: Multiple Locations

Pay Grade: 3

Date: 10/5/11

BASIC OBJECTIVES

Acts as assistant to administrative supervisor.

JOB TASKS/RESPONSIBILITIES

1. Plans, initiates and carries to completion clerical, secretarial and quasi-administrative activities.
2. Reviews, edits, composes and prepares extremely complex correspondence for supervisor's signature.
3. Maintains supervisor's calendar, schedules appointments and arranges meetings.
4. Reviews incoming correspondence and routes to appropriate staff members.
5. Prepares payroll, travel reports, etc. for department/division as directed.
6. Maintains current information on policies, programs, etc., and processes routine matters within established policies. Checks for conformance with existing policies and procedures.
7. Orders supplies, initiates purchase orders, and authorizes payment for items received.
8. Maintains department/division personnel records.
9. Performs light accounting functions and maintains budget records.
10. Coordinates preparations for workshops, meetings and seminars.
11. Develops, implements and maintains complex filing systems and records as required.

12. Assists with research assignments and the assembling of information for reports and Board Agenda items.
13. Follows adopted policies and procedures in accordance with School Board priorities.
14. Maintains confidentiality regarding 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. Associates Degree or an equivalent combination of education, training and experience in Office Management.
2. Certified Professional Secretary (CPS) or equivalent certification (preferred).
3. Minimum of four (4) years of progressively responsible experience performing office clerical functions, including delegated administrative duties.
4. Demonstrated knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
5. Thorough knowledge of District office practices and procedures.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to deal effectively with the public.
8. Must demonstrate competency by passing the appropriate clerical examination.