

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Support Assistant

BAND	GRADE	SUBGRADE
A	1	1
<b>DEPARTMENT:</b> Administrative/Clerical	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Non-exempt
<p><b>CLASS SUMMARY:</b> Incumbents are responsible for performing simple, routine support activities on a daily basis. Duties might include: answering phones; greeting visitors; sorting and distributing mail; performing data entry for attendance and mailing lists; registering students; processing mailings; scanning information into computerized systems; assembling science kits; assisting in scheduling rooms; and, making copies and performing filing activities.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Administrative Support Assistant is the first level in a four level office support series. The Administrative Support Assistant is distinguished from the Administrative Support Technician in that the Administrative Support Assistant is an entry level classification where the work performed requires incumbents to follow established, defined procedures, is less diversified and requires limited knowledge of rules and regulations pertaining to the programs/services offered by the department.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Picks up, sorts, and distributes intradistrict and incoming Federal mail, print shop orders, and bulk distributions. Sorts outgoing mail by school and department.	Daily	A1
2.	Records postage use by schools and departments and maintains records for express, certified, registered, and insured mail; processes bulk mailings; maintains federal mail regulations, mailroom procedures, and zip code information.	Daily	A1
3.	Maintains employee information by scanning and verifying resumes and application materials into applicant computer system; and, prepares time cards for the staff to include collecting cards, verifying time worked, and signing time cards when verified.	Daily	A1

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Operates switchboard, answers phones, and greets students, parents, and administrators, which includes directing calls to appropriate parties and providing information.	Daily	A1
5.	Prepares attendance reports including daily, period by period, monthly, and annually to include excessive tardiness, absences, and trancies.	Daily	A1
6.	Tracks absences and makes calls to try to account for absent students, sends absence and tardy letters to parents.	Daily	A1
7.	Assists in scheduling various functions including room reservations for administrative buildings; screening for potential special needs children; and, preparing District-wide calendar for all staff.	Daily	A1
8.	Types various correspondence for Principal and Assistant Principal to include letters, memos, surveys, agendas, newsletters, and tables.	Daily	A1
9.	Prepares the registration and withdrawal materials for various programs to include inputting schedules and registration information into the computer, updating and maintaining student records, preparing class lists for teachers, secretaries, and health assistants, and filing report cards and test scores.	Monthly	A1
10.	Assembles science kits to include: pulling kits and materials from the stock room, inventorying materials and updating inventory lists, labeling materials, and ordering new materials and supplies.	Monthly	A1
11.	Orders supplies from warehouse, vendors, and print shop.	Varies	A1
12.	Performs other duties of a similar nature or level.	As Required	N/B

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**Knowledge** (position requirements at entry):

Knowledge of:

- District and State personnel policies and regulations;
- State and District requirements and attendance codes as they relate to registration procedures and school confidentiality policy;
- General office procedures;
- Student and teacher schedules.

**Skills** (position requirements at entry):

Skill in:

- Operating mailroom equipment such as postage meters, weight scales, and fax machines;
- Coordinating delivery schedules with warehouse staff and schools;
- Using computer and related software applications;
- Using office equipment such as printers, copiers, fax machines, calculators, telephones, typewriters, and paging and intercom systems; laminating machines; two-way radios; replacing toner and ink in copiers and printers;
- Operating switchboard;
- Customer service; listening well and dealing with people in caring and competent manner;
- Record keeping, filing, alphabetizing, and typing;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

High School Diploma or a General Equivalency Diploma (G.E.D.), or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

- Valid Arizona Driver's License.

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**Physical Requirements:**

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to workspace restrictions and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Or;

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (ARK)

Date: 3/98