

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
ADMINISTRATIVE/BUSINESS SUPPORT ASSISTANT

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Administrative/Business Support	A/1/1	Non-exempt

CLASS SUMMARY:

The Administrative/Business Support Assistant is the first level of a four level series. Incumbents are responsible for performing entry level work involving routine support activities.

Incumbents are responsible for performing simple, routine support activities including duties such as 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; assisting in scheduling rooms; and, making copies and performing filing activities.

The Administrative/Business Support Assistant is distinguished from the Administrative/Business Support Technician in that the Administrative/Business Support Assistant is an entry level class where work performed requires adherence to established defined procedures, is less diversified and requires limited knowledge of rules and regulations pertaining to programs and services.



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<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
<p>Provides administrative/clerical support to the area(s) of assignment such as:</p> <ul style="list-style-type: none"> • Managing mail processes including such activities as picking up, sorting, and distributing intradistrict and incoming Federal mail, printing shop orders, and bulk distributions, sorting outgoing mail by school and department; recording postage use by schools and departments, maintaining mail records, processing bulk mailings; and maintaining mail regulations, procedures, and information. • Maintaining employee information by scanning and verifying resumes and application materials into applicant computer system. • Preparing attendance reports and tracking absences including documenting excessive tardiness, absences, and truancies and tracking absences including making calls to try to account for absent students, sending absence and tardy letters to parents. • Preparing 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. 	Daily 25%	A/1
<p>Operates switchboard, answers phones, and greets the public, students, parents, and administrators including directing calls to appropriate parties and providing information.</p>	Daily 20%	A/1
<p>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.</p>	Daily 20%	A/1
<p>Types various correspondence for Principal and Assistant Principal including letters, memos, surveys, agendas, newsletters, and tables.</p>	Daily 15%	A/1
<p>Orders supplies from warehouse, vendors, and print shop.</p>	Daily 5%	A/1
<p>Performs other duties of a similar nature and level as assigned.</p>	As Required	



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Training And Experience:

High School Diploma or GED is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- None

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements; and
- Office principles, practices and procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Customer service;
- Records management and data entry;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

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

Incumbents may be subject to hazardous materials, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

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.



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Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

