



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Job Description

POSITION TITLE: Administrative Assistant, 12 month
F.L.S.A. Non-Exempt
TERMS OF EMPLOYMENT: Twelve month employment with benefits

QUALIFICATIONS:

1. Experience working in a professional office setting.
2. Strong computer skills and proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher, and Outlook).
3. Operate personal computer, laptop computer, peripheral computer equipment, and other office equipment with a high degree of skill.
4. Be highly accurate with numbers.
5. Highly motivated with strong organizational skills; able to coordinate multiple tasks at one time.
6. Self-starter and able to work independently.
7. Strong telephone and interpersonal communication skills.
8. Ability to lift 40 lbs. to shoulder height occasionally.

ESSENTIAL JOB FUNCTIONS:

1. Answer phone, receive messages, and respond to inquiries by staff, parents, or patrons of the district.
2. File and sort paperwork.
3. Input data for recordkeeping in multiple software systems.
4. Produce brochures, handbooks, notebooks, flyers, and meeting agendas.
5. Prepare letters of correspondence.
6. Maintain and order supplies; organize storage areas.
7. Process invoices, track expenses, and produce expense reports.
8. Schedule and organize meetings or events, coordinate and set up supplies needed for meetings or events, take meeting minutes.
9. Type or prepare reports, compile data, and distribute information to parties both inside and outside of the district.

OTHER JOB FUNCTIONS:

1. Maintain confidentiality.
2. Attend meetings and training as directed.
3. Present and communicate in a professional manner.
4. Work additional hours or overtime as directed.
5. Other duties as assigned by supervisor.