

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

**ADMINISTRATIVE ASSISTANT II
DEPARTMENT OF SAFETY & EMERGENCY MANAGEMENT**

SALARY SCHEDULE: SSP6

COST CENTER: 9035

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year secretarial experience preferred.
- (3) Receive a minimum score of 80 on the Microsoft Word test.
- (4) Possess a valid State of Florida Driver's License.
- (5) Demonstrated experience in school security and/or general security preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to positively represent the department through interaction with peers, parents and the general public. Proficiency in the use of computers and specific software applicable to Safety & Security. Knowledge of basic office equipment. General working knowledge of school and/or District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

REPORTS TO:

Director of Safety, Security & Emergency Management
Manager of Safety, Security & Emergency Management

JOB GOAL

To assist in providing a safe and secure learning environment for all District students, staff and visitors.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform tasks necessary to manage the day-to-day processing of communications, records and services within the Safety & Security Department.
- * (2) Operate a variety of office equipment, including computers, fax machines, printers, and scanners.
- * (3) Transcribe, create and type correspondence.
- * (4) Duplicate, assemble and distribute documents.
- * (5) Create and maintain office records and files.
- * (6) Process communications, including telephone calls, email, Faxes and mail.
- * (7) Communicate effectively with public, students, coworkers and administration.
- * (8) Respond to inquiries and concerns in a timely manner.
- * (9) Keep supervisor informed of potential problems or unusual events.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Model and maintain high ethical standards.
- * (12) Follow attendance, punctuality and proper dress rules.

SECRETARY II (Continued)

- * (13) Maintain confidentiality regarding personnel criminal histories, student arrest records, school crisis plans and other sensitive materials.
- * (14) Maintain and promote positive relationships with Safety & Security customers, students, parents, visitors, volunteers, and coworkers.
- * (15) Participate in workshops, staff meetings, and training sessions as required.
- * (16) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- * (17) Perform data entry as necessary or assigned.
- * (18) Prepare all required reports and maintain all appropriate records.
- * (19) Follow all School Board policies, rules and regulations.
- * (20) Exhibit the interpersonal skills necessary as an effective team member.
- * (21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work; Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities