



Pickens County Board of Education Job Descriptions

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Superintendent

QUALIFICATIONS:

1. High School Diploma and/or previous work experience.
2. (Kind and amount of specialized training required.)
3. (Kind and amount of prior job experience required.)
4. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations.
- Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.
- Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
- Maintains the calendar for the Superintendent, and as necessary, the Board members. Schedules appointments, conferences, and interviews.
- Responsible for outgoing and incoming mail, screening and rerouting to all proper parties to ensure their immediate handling.
- Orders and maintains supplies as needed, with the exception of the payroll and bookkeeper, who maintain the computer checks/forms, etc. necessary to carry on the financial functions of the system.
- Participates in in-service training. Attends professional meetings as necessary.
- Handles telephone calls pertinent to the administrative functions of the system and the central office. Makes calls briefly, and to the point, in a courteous, professional manner. Keeps personal calls to a minimum.

- Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with pre-determined policy.
- Manages the records of the Superintendent's office and aids and assists the system in maintaining and storage of all records and documents in compliance with the state's requirements.
- Does reports pertinent to the administration of the Superintendent, the Board and to the system.
- Assists Maintenance Department with leave information pertinent to payroll.
- Schedules the Board Conference Center
- Prepares for the Teacher of the Year event.
- Issuing officer for work permits.
- Assist student services when needed with tribunals, parent conferences and home visits.
- Notary Public.
- Attends board meeting after hours to take minutes.
- Add funds to postage machine. Run postage reports and clear machine.
- Pick up tax checks from the tax office for the deposit.
- Make the bank deposit for cash and checks.
- Create ID Badges.
- Answer the phone for the receptionist when needed.
- All other duties deemed necessary to fulfill the needs of the Superintendent's Office and of the Superintendent and Board of Education.