Pickens County Schools

Job Descriptions

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENTDENT

Title/Position: Administrative Assistant to the Superintendent

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days, 8 hours/day

Salary: Classified Salary Schedule Grade I (Starting pay $18.00/hour)

Terms of Employment: 240 Days

Reports to: Superintendent

Qualifications:

1. High School Diploma or equivalent
2. Administrative Assistant experience preferred
3. 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.

Note: *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*