



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Administrative Assistant Special Services	<b>Location:</b>	Special Services
<b>Reports To:</b>	Director of Special Services	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### **Education and Experience Requirements**

- High school diploma, some college preferred
- Prior work experience in business procedures and office practices

### **Certificates and Licensure Requirements**

IVP fingerprint clearance card through AZ Department of Public Safety

### **Summary**

The person who occupies this position shall possess excellent qualifications for secretarial work. This individual must be discrete, loyal, efficient, and be able to keep in the strictest confidence the business that crosses this desk. Work must be accurate, handling routine efficiently and effectively. This individual must be able to organize routines and have a good sense of timing. This position shall be responsible for data input, tracking and reporting requirements for district grants affecting the special services dept.

### **Qualifications**

- Skilled computer applications/word processing/use of office products
- Ability to relate well with staff, and public
- Ability to communicate effectively, orally and in writing
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations

### **Responsibilities and Requirements**

- Conduct the office routine of that division under the direction of the responsible administrator
- Maintain accurate records and files of all required data for this position
- Schedule appointments with efficient organization of priorities and time
- Answer phones and relay messages providing tactful, courteous, and informed contacts for staff, parents, and community
- Sort and relay incoming mail with attention to importance of priority
- Ability to perform routine maintenance and minor repairs on office equipment
- Be available to professional staff and committees for the transcription and preparation of material for circulation in this division
- Cooperate with office personnel in establishing the smooth operation of the District Office
- Be constantly aware of the importance of public relations in all aspects of the performance of these duties
- Correlate research and prepare reports as required by the administrator of this position
- Responsible for performing those duties which protect the health and safety of students and employees
- Performs a variety of office administrative tasks such as completing purchasing requisitions, project management documentation, ordering materials and supplies and monitoring budgets
- Monitor, reconcile, and assist with fiscal administration for the department, including but not limited to budgets, funding, grants, contracts and/or purchasing; assist with fiscal planning; assist in writing and management of submissions relating to grants
- Perform other duties when assigned by the administrator

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

### **Other Information**

- Must be able to pass a fingerprint clearance and background check



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### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.