



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Staff 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>	225 days / 11 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 or equivalent.

### Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

Under direction, the Staff Assistant shall be expected to perform a variety of clerical and secretarial functions for the District. This position will require the effective conduct of a wide range of activities, many of which may or may not be secretarial and clerical oriented. This individual must be discrete, loyal, efficient, and be able to keep in confidence the business and materials they are dealing with. This employee's work is expected to be accurate and they should be able to handle routine efficiently and effectively. The Staff Assistant may be responsible for the activities generated from various departments and divisions throughout the school.

### Qualifications

- Demonstrated typing skills
- Computer literacy
- Ability to communicate effectively, orally and in writing
- Ability to relate well with staff and public
- Operation of routine office equipment
- 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

- Perform routine secretarial and clerical functions for the department or division assigned
- Answer phones and relay messages, providing a tactful, courteous and informed contact for staff, parents, and the community
- Assist in the organization of travel requests, vehicle requests, expense reports, travel arrangements, purchase orders and have the knowledge of the preparation of all required District forms on behalf of the department or division assigned
- Assist with the scheduling of parent conferences for the office or division assigned
- Distribute mail and other communications as directed
- Assist in the preparation and correlation and publication, distribution, and notification to parents and staff members, all bulletins and newsletters
- Cooperate with other office personnel to establish the smooth operation of that facility
- Be constantly aware of the importance of public relations in all aspects of the performance of these duties
- Responsible for performing those duties which protect the health and safety of students and employees
- Perform other duties when assigned by the immediate supervisor.

### 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.