



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Administrative Assistant	Location:	Student Achievement
Reports To:	Director of Student Achievement	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhUSD.org website

Education and Experience Requirements

- High school diploma or equivalent
- Additional training in administrative support courses is preferred
- A minimum of two years prior work experience in administrative support

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 administrative support 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.

Qualifications

- Ability to relate well with children, staff, and public
- Ability to communicate effectively, orally and in writing
- Demonstrated knowledge of office practices and procedures
- Appropriate business correspondence
- Filing
- Operation of routine office equipment
- Computer literacy/software, Excel, Word, Powerpoint, Internet access, etc.
- Possess basic skills in accounting and reporting procedures
- Demonstrated typing skills
- Ability to work effectively without direct supervision
- Basic transcription skills are highly desirable, but not necessary
- 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 directions 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
- Maintain an effective and efficient calendar and/or activity log for the use of District facilities
- Answer phones and relay messages providing tactful, courteous, and informed contacts for staff, parents and the community
- Organize travel requests, vehicle requests, expense reports, travel arrangements, purchase orders, and have knowledge of the preparation of all required district forms.
- Assist in overseeing the maintenance and repair activities associated with the District fleet
- Sort and process incoming mail with attention to importance of priority
- Process invoices for the use of District facilities by the community
- Handle payment for the use of District facilities with accuracy and efficiency
- Represent the District as a liaison for outside groups in conjunction with the use of District Facilities
- Work concurrently with other departments when managing the use of District Facilities
- 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



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

- Correlate, research and prepare reports as required by the administrator of this position as well as for any state, local or federal auditors
- Responsible for performing those duties which protect the health and safety of students and employees
- Perform other duties when assigned by 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

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.

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.