



### **Classification Summary**

Performs administrative, secretarial and clerical duties to administer assigned programs requiring research and analysis of related issues and problems, and providing recommendations for resolution in accordance with state law and district policy and procedures. Requires record keeping and files management, preparation of required reports and extensive public contact and interaction.

### **Distinguishing Characteristics**

This class is distinguished from other Administrative Assistant classes by the emphasis on district business services and programs such as the rental of school facilities program, garbage service and other business services as assigned.

### **Supervisory Relationships**

Reports to and receives program direction and specific work assignments from the Business Services Administrator.

### **Examples of Duties**

1. Receive and respond to requests for information verbally or in writing. Obtain and provide responses for those situations where information is available and established procedures permit dissemination. Analyze unusual or complex situations and refer to the appropriate position for resolution, usually developing responses or recommendations, involving substantial phone and direct public interaction or correspondence. Presentation of a professional image for the department is important in these relationships.
2. Gather pertinent information and calculate cost estimates based on type of use.
3. Provide on-site inspection of facilities to prospective tenants.
4. Receive and respond to complaints and requests for maintenance or other services. Analyze and research requests and complaints and negotiate acceptable solutions.
5. Receive applications for request of rental and lease. Classify, calculate costs and route for further review and signature when required.
6. Coordinate building site review committee meetings, prepare agenda materials, take and transcribe minutes; notify superintendent and applicants of final recommendations.
7. Authorize required repairs and cleaning of rentals, and keys and Sonitrol clearance for renters.
8. Prepare lease agreements, obtain necessary signatures and maintain file system to document all business arrangements.
9. Compose and type a variety of correspondence, memoranda and reports on results of research and investigation into problems and issues.
10. Transcribe and type a variety of correspondence, memoranda, reports and meeting minutes for the program administrator or professional staff which involves determining correct format, layout, grammatical composition and editing of rough drafts or transcription.
11. Record, transcribe, type and distribute meeting minutes.
12. Compute charges and prepare billing statements to facility users required to pay rent. Receive, record and safeguard rental income.
13. Monitor payment schedules and initiate collection proceedings; authorize the school to stop use of the facility; assign past due accounts to a collection agency.
14. Assist in bid research, preparation and analysis for district garbage service. Call schools to gather user information and satisfaction. Authorize extra pick ups.
15. Receive and respond to provider complaints and problems. Document all calls and transactions. Review billing for accuracy and authorize payment to the provider.
16. Initiate correspondence to known offenders of school garbage facilities.

17. Process requests from private citizens regarding pick up of edible foods not used by the school district; obtain school approval and prepare agreement for required signatures.
18. Research special issues and projects as assigned.
19. Maintain program files and record keeping system.
20. Perform related duties as required.

**Required Knowledge, Skills and Abilities**

1. Knowledge of district rental and lease program, policies and procedures and state laws governing program areas.
2. Knowledge of administrative, secretarial and clerical practices and procedures.
3. Ability to analyze and resolve business client complaints.
4. Ability to establish and maintain effective landlord tenant and business client relationships.
5. Ability to communicate effectively orally and in writing.
6. Ability to transcribe, type and operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
7. Ability to perform arithmetic calculations.

**Minimum Qualifications for Class Entry**

1. Previous training in secretarial, clerical and bookkeeping practices and procedures.
2. Four years secretarial and clerical office experience including extensive public contact and interaction and increasing responsibility for a functional area.
3. Possession of a valid driver's license.

**Work Environment**

Incumbents work in a standard office setting. Use of a private vehicle may be required.