



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Administrative Assistant
Payroll/Personnel Type:	12 Month
Reports to:	Supervisor

Position Summary:

Perform the duties required to provide administrative and financial support.

Essential Functions:

- Supervise day and evening support
- Coordinate personnel/certification and appointments
- Monitor and maintain budget
- Supervise data collection, maintenance and update
- Responsible for administrative support for major reports
- Oversee requisition preparation
- Perform payroll for full-time staff and supervise payroll for part-time staff
- Maintain communication between clerical staff and administrative staff
- Supervise the maintenance of records for payroll and personnel
- Assist with recruitment of staff
- Process and coordinate leave of absence paperwork
- Coordinate and chair staff meetings
- Develop procedures for clarification for procedures
- Supervise inventories
- Assist with telephone calls and walk-in applicants
- Compose, type and file memos
- Maintain and update administration on the availability and completion of paperwork of applicants
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

Experience:

- Requires broad knowledge of a discipline equivalent to a complete college or university education
- Minimum of one year of experience

Education

- High School Diploma or Equivalent (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle



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- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee _____ Date _____
Immediate Supervisor _____ Date _____

Human Resources _____ Date _____

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.