

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Administrative Assistant for Guidance Department

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform various routine-to complex secretarial, bookkeeping and clerical work to ensure effective and efficient guidance operations.

The position is responsible for coordinating support activities for students, serving as liaison between school counselors, staff, students and the public; providing professional and courteous customer service at all times, and performing related tasks as assigned.

The position works under general supervision independently developing work methods and sequences.

Primary Duties:

1. Coordinates the daily clerical support functions of the school's counseling department.
2. Serves as liaison between the counseling staff and other school staff, teachers, students and the general public.
3. Assists Counselors and the school staff by performing a variety of secretarial and clerical duties, which may include but are not limited to composing routine reports and correspondence, preparing reports and correspondence, researching and compiling data, maintaining inventory of office supplies and equipment, scheduling meetings and maintaining calendars, maintaining computer record-keeping operations, establishing and maintaining filing systems, and making travel arrangements.
4. Attends meetings as required: records, transcribes, prepares and distributes meeting minutes: prepares meeting agendas.
5. Prepares, types, copies, files, transmits and/or mails various routine and confidential letters of correspondence, forms, work orders, records and reports.
6. Prepares and maintains the master counseling schedule.
7. Performs routine clerical duties as necessary, including copying and filing documents, scanning documents and preparing documents for archival storage, shredding documents, collating materials. Faxing information, maintaining logs and mailing lists, processing mail, ordering supplies.
8. Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Greets visitors and performs customer/public service duties as required. May perform various bookkeeping duties, including but not limited to assisting with budget preparation, maintaining accounts receivable/payable, preparing financial reports, processing invoices and requisitions, balancing accounts, maintaining fixed asset records.
9. Performs computer data entry to record and retrieve information; generates computer reports as required.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities

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may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compares or inspects data, people, or things against a standard.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Speaks with or signals to people to convey or exchange information.

Assets Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Speaks with or signals to people to convey or exchange information.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction such as making change; may compute ratios, rates and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

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“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor/moderate impact - affects those in immediate work area or unit.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a high school diploma or GED.

Vocational training in clerical studies, business, data processing or related field preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable.

Requires a valid FL state driver’s license.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

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Requires no prior experience, just a short demonstration.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Site Administrator

Supervises:

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N/A

PAY GRADE: From: 110A1 To: 110S2

Non-Exempt

Number of Months: 10 Number of Days: 196 Hours: 7.5

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 07/27/2021