

Fort Worth Independent School District
Job Description

Title	<u>Administrative Associate I - Maintenance Department</u>
Building/Campus	#420 Maintenance Department
Duty Days	240
Req #	5139 - 1
Pay Grade	S05
Salary: From	27,700.00
Salary: To	34,600.00
General Summary	Provide basic secretarial support to administrative professional staff in the office; type reports, correspondence, and forms; receive, sort, and distribute mail; and receive visitors and schedule appointments.
Job Duties	<ul style="list-style-type: none"> · Type correspondence, reports, forms, meeting minutes, tabular data, charts, and graphs. · Proofread typed materials for grammatical and typographical accuracy. · Receive and route telephone calls. · Act as receptionist by receiving visitors. · Answer inquiries regarding location and established policies and procedures. · Schedule appointments and maintain calendars. · Schedule meetings, conferences, facilities, and services. · Assist with budget, purchase orders and payroll activities for the department. · Receive, sort, and distribute mail. · Maintain office files. · Verify records, forms, and applications, etc. for accuracy and completeness. · Perform other job related duties as assigned.
Job Qualifications	<ul style="list-style-type: none"> · High school diploma or GED, including courses in secretarial practices, typing and office procedures. · One year of office experience. · Basic knowledge of: <ul style="list-style-type: none"> · office practices, procedures and equipment. · oral and written communication skills. · telephone techniques and etiquette. · correct English usage, grammar, spelling, punctuation and vocabulary. · interpersonal skills using tact, patience and courtesy. · Ability to: <ul style="list-style-type: none"> · perform basic clerical duties to assist the supervisor. · provide basic information and assistance to District personnel, office personnel, parents, school personnel and/or outside agencies relative to District programs and activities. · type routine correspondence. · assemble, organize and prepare records and reports. · work confidentially with discretion. · Minimum net keyboarding skill of 40 words per minute.
Application Requirements	<p>Must complete an online application and attach a resume. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.</p> <p>(Click here for equivocation list)</p>
Additional Job Information	<p><u>PHYSICAL JOB REQUIREMENTS</u></p> <p>PHYSICAL DEMANDS REFERENCE Occasionally (0-33% of day, 0-32 repetitions) Frequently (34-66% of day, 33-200 repetitions) Constantly (67-100% of day, >200+ repetitions)</p>

PHYSICAL DEMANDS

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors, in controlled environment.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.