

Fort Worth Independent School District
Job Description

Title	<u>Administrative Associate II - Horizons Alternative</u>
Building/Campus	#041 Horizons Alternative Middle
Duty Days	210
Req #	7701 - 1
Pay Grade	S06
Salary: From	26,338.00
Salary: To	32,900.00
General Summary	Provide a full range of secretarial support to administrative professional staff in a business office or service function; maintain standard office files; initiate general correspondence; and perform routine administrative functions.
Job Duties	<ul style="list-style-type: none"> · Initiate, compose and edit correspondence involving explanation and interpretation of established policies and procedures. · Answer inquiries and complaints from school personnel, staff, parents and the public requiring interpretation of established policies and procedures. · Maintain and reconcile budget expenditures. · Prepare periodic reports regarding related program activities. · Prepare and maintain forms and records including personnel and payroll information. · Arrange for and schedule meetings, conferences, facilities, and services. · Assist in training office staff. · Operate multiple function text equipment to record, transfer, combine, duplicate and delete information in appropriate formats. · 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. · Two to five years of secretarial experience. · Working knowledge of: <ul style="list-style-type: none"> · the District's policies, procedures, and regulations. · 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 a variety of secretarial and clerical duties to assist the supervisor · operate personal computer and utilize applicable software. · provide information and assistance to District personnel, office personnel, parents, school personnel and/or outside agencies relative to District programs and activities. · compose routine correspondence and written materials independently. · 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. (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.