

Fort Worth Independent School District

**Job Description**

<b>Title</b>	<u>Administrative Associate III - Young Women's Leadership Academy</u>
<b>Building/Campus</b>	#471 Secondary School Leadership
<b>Duty Days</b>	215
<b>Pay Grade</b>	S07
<b>Salary: From</b>	\$30,727.00
<b>Salary: To</b>	\$38,731.00
<b>General Summary</b>	Perform a full range of administrative duties for a school administrator; maintain standard office files; initiate general correspondence; and assist/train lower level office clerical staff.
<b>Job Duties</b>	<ul style="list-style-type: none"><li>· Act as receptionist, answer, screen, refer telephone calls, and handle inquiries.</li><li>· Initiate, compose, and edit correspondence involving explanation and interpretation of established policies and procedures.</li><li>· Answer inquiries and complaints from school personnel, staff, parents, and the public requiring interpretation of established policies and procedures.</li><li>· Type and complete forms, reports, and other materials.</li><li>· Retrieve, distribute, and file all e-mail messages. Open and distribute mail.</li><li>· Gather, prepare, and maintain files, and record including personnel and payroll information.</li><li>· May assist with the preparation and maintenance of internal finance records.</li><li>· Collect and account for monies; prepare and maintain balance statements; and deposit money.</li><li>· Conduct inventories, order, and distribute school supplies.</li><li>· Assist substitutes with time cards, assignments, bell schedules, room keys, and building orientation.</li><li>· Operate multiple function text equipment to record, transfer, combine, duplicate and delete information in</li><li>· May be trained to assist in the absence of the school nurse.</li><li>· Proficient in the use of Technology.</li><li>· Perform other job related duties as assigned.</li></ul>
<b>Job Qualifications</b>	<ul style="list-style-type: none"><li>· High school diploma or GED, including courses in secretarial practices, typing and office procedures.</li><li>· Five years of secretarial experience.</li><li>· Working knowledge of:<ul style="list-style-type: none"><li>-the District's policies, procedures, and regulations.</li><li>-office practices, procedures and equipment.</li><li>-Microsoft Office and other related software.</li><li>-oral and written communication skills.</li><li>-telephone techniques and etiquette.</li><li>-correct English usage, grammar, spelling, punctuation and vocabulary.</li><li>-interpersonal skills using tact, patience and courtesy.</li></ul></li><li>· Ability to:<ul style="list-style-type: none"><li>-perform a variety of secretarial and clerical duties to assist the supervisor</li><li>-provide information and assistance to District personnel, office personnel, parents, school personnel and/or outside agencies relative to District programs and activities.</li><li>-compose routine correspondence and written materials independently.</li><li>-assemble, organize and prepare records and reports</li><li>-work confidentially with discretion.</li></ul></li><li>· Minimum net keyboarding skill of 40 words per minute.</li></ul>
<b>Application Requirements</b>	Complete an on-line application and attach a resume.

**Additional Job  
Information**

Must complete an online application and attach a resume as a word document. 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.

[\(Click here for equivocation list\)](#)

**PHYSICAL JOB REQUIREMENTS**

**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)

**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.