

Armored School District
District Office – Superintendent Administrative Assistant/Human Resource

Qualifications:

- Associate's degree preferred
- Computer skills to include proficiency in Excel and Word
- Career Readiness Certificate Consideration

General Duties

- Performs the usual and various office routines and practices associated with a productive, efficiently operated office
- Assists other administrative assistants in the district as needed
- Obtains, gathers, and organizes pertinent data as needed and puts data into a usable form
- Receives and directs calls to the appropriate personnel
- Orders and maintains supplies as needed
- Picks up and distributes mail daily
- Delivers bank deposits daily
- Assists with web site

Administrative Duties

- Maintains personnel files to include licensure, attendance, and FMLA
- Maintains and tracks purchase order system
- Maintains system for School Choice applications
- Processes and maintains documents for approved professional development
- Manages approved travel requests for district employees
- Assists with internal controls for financial accounting purposes

Correspondence

- Assists and prepares district, state, and/or federal reports as required
- Maintains a filing system and processes correspondence as directed
- Prepares and distributes correspondence as directed to students, parents/guardians, and district personnel
- Performs any other task as designated by the Superintendent

Terms of Employment: Per district classified salary schedule