

JOB TITLE: Executive Assistant

GENERAL STATEMENT OF JOB

Serves as the initial contact for all general District telephone inquiries and foot traffic. Contributes to effective school/public relations by prompt and courteous handling of all telephone calls, inquiries, and visitors to the Institute and disseminates general information. Provides secretarial and administrative support as requested. Reports to the Director of the Charter Institute.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Greets all visitors courteously, determines their needs, checks appointments, and assists or directs issues or inquiries to the proper person(s). Responds to phone calls in a prompt, professional and courteous manner.

Maintains an attractive and comfortable reception area. Immediately reports any suspicious or unusual behavior on the part of visitors, including those visitors who by-pass the reception desk.

Displays efficiency in processing all out-going mail, which includes carrying the mail to the post office at the end of each business day.

Prepares courier packets and distributes appropriately. Promptly distributes daily mail received from the post office and courier.

Responds to complaints and inquiries of a routine and non-routine nature or refers them to appropriate persons and/or departments as needed.

May provide clerical or administrative assistance as a back-up to other departmental or division staff.

Interacts with various business persons, district administrators and staff, students, parents, government officials and agencies, etc.

Operates general office equipment such as computers, printers, copiers, calculators, facsimile machines, telephone systems, etc.

Willingly performs other duties as assigned or requested.

MINIMUM TRAINING AND EXPERIENCE

High school graduate with one to two years of clerical experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

JOB REQUIREMENTS

Knowledge:

Knowledge of Business English, grammar, spelling, punctuation, and mathematical computation. Working knowledge of departmental policies, procedures, and operations. Comprehensive knowledge of District switchboard, phone and computer systems. Knowledge of modern office procedures, systems and equipment. Knowledge of accounting and bookkeeping principals and recordkeeping requirements. Knowledge of departmental responsibilities and key contact personnel.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.