



**Job Title:** Administrative Assistant to the Chief of Staff      **Exemption Status/Test:** Non-Exempt

**Reports to:** Chief of Staff      **Date Revised:** September, 2016

**Dept. /School:** Administrative Office

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**Primary Purpose:**

Manage and organize daily routine activities and provide assistance to the Chief of Staff. Handle confidential information, and frequent contact with all levels of district employees, and the general public.

**Qualifications:**

**Education/Certification:**

High School Diploma or equivalent required, advanced education/training, preferred  
SBEC/TEA Paraprofessional Certification, or eligible  
Certified Education Office Professional (C.E.O.P.), preferred  
Notary Public for Dallas County, or eligible for commission

**Experience:**

Minimum of five (5) years or more of successful, advanced administrative assistant experience in an executive environment

**Special Knowledge/Skills:**

Thorough knowledge of school district organization, operations, and administrative policies  
Highly proficient in general office skills, including office management and organization  
Advance knowledge in Microsoft Word, Excel, Power Point and Access  
Ability to incorporate technological advances into daily office operations  
Ability to compose general correspondence, maintain accurate records, manage files, and display a pleasant and professional appearance to the public  
Strong communication and interpersonal skills  
Must be detail oriented, have excellent proofreading, editing and grammatical skills  
Ability to handle multiple tasks simultaneously, and handle heavy load with critical deadlines  
Be a self-starter, proactive planner, and be able to perform office functions with minimal supervision  
Must maintain highly confidential and sensitive information

**Major Responsibilities and Duties:**

1. Prepare correspondence, forms, and reports for the Chief of Staff.
2. Manage pertinent information as needed, such as Travel Approval Requests and Curtis Culwell Center Letters of Commitment.
3. Assist Chief of Staff with organization and planning for administrative monthly meetings.
4. Maintain and organize physical and computerized departmental files.
5. Perform routine bookkeeping tasks for the department budget and manage spending of the department funds.
6. Prepare purchase requisitions, check requests, reconciliations and other Oracle business related transactions.

7. Answer incoming calls, refer inquiries or problems to the appropriate department.
8. Schedule and maintain online calendar for Chief of Staff.
9. Complete registrations, travel arrangements and prepare travel documents.
10. Review and distribute mail.
11. Assist in the promotions of positive community relations through effective email and phone communications with parents, teachers, administrators and other district personnel.
12. Perform other duties as assigned.
13. Maintain confidentiality of information at all times.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Occasional prolonged and irregular hours

**Mental Demands:** Work with frequent interruptions and maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.