

0202-261
REVISED
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DISTRICT ADMINISTRATIVE SUPPORT - LEVEL 2

DEFINITION

This level covers administrative services work in a school district office which requires the ability to perform a variety of standardized work routines of limited scope for independent action. Duties may include, but are not limited to, filing; entering data; typing; opening, sorting and allocating mail; performing receptionist duties; operating a full range of office equipment. Supervision, though less stringent than at Level 1, is readily available.

N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the district office.

QUALIFICATIONS

Graduation from high school including courses pertinent to the work to be performed, and a minimum of one year's related work experience; or any equivalent combination of training and experience.