

## **SCHOOL ADMINISTRATIVE ASSISTANT I**

### **DEFINITION**

This is routine administrative work in a school under the supervision of a senior school administrative assistant, principal or designate. Work involves administrative support duties such as; typing, keyboarding, preparing correspondence, reports, memoranda, forms, tables and charts from drafts, copies or dictation; composing, typing and in some cases, signing routine or form correspondence; preparing, processing and auditing basic reports, records and other documents; gathering and compiling statistics; operating a full range of office equipment; preparing and maintaining files and records; performing receptionist duties; opening, sorting and allocating mail; performing inventories and preparing requisitions for supplies; distributing supplies; demonstrating standard office procedures to new or temporary employees; and answering factual questions regarding day-to-day office activities and school procedures. Work may include computer operation such as data entry on students' records, processing and retrieval.

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

### **QUALIFICATIONS**

Graduation from high school including or supplemented by business education courses including computer courses and other courses relative to the position assignment; or any equivalent combination of training and experience.