

0313-261  
Revised  
04-07

## **SCHOOL ADMINISTRATIVE ASSISTANT III**

### **DEFINITION**

This is highly responsible, supervisory and confidential administrative/clerical work under the direction of a principal in a large school comprised of a secretarial-clerical unit of three or more full time equivalent staff. Employees of this class relieve the principal and vice principals of administrative duties. In addition to the typical duties outlined in the School Secretary II class specification, work includes monitoring and maintaining several financial budgets including keeping accurate records of all activities within these budgets, disbursement of funds, keeping track of income and expenditures, bank accounts and cheques. Tasks may include, but are not limited to, preparing reports, researching and compiling statistical data for reports; scheduling appointments and making travel arrangements for the principal; sorting, opening and reading mail for the principal; answering and signing correspondence on behalf of the principal; handling inquiries from parents, students, school, district and departmental staff; maintaining confidential staff records and evaluation reports. Work also includes making arrangements for various school functions and receptions. Positions will normally include regular supervision and guidance of other support staff.

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 or other courses relative to the position assignment, and a minimum of five years' related work experience; or any equivalent combination of training and experience.