

## ***Core Educational Cooperative***

### **Job Description and Requirements**

#### **Administrative Assistant**

A. Educational Level

This position requires a high school diploma.

B. Physical Requirements

The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Use of wrists, hands, and fingers in keyboarding and typing is required. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.

C. Other Requirements

Excellent oral and written communication skills required. Demonstrate skills in human relations, leadership, and conflict management. Demonstrate competency with computers, use of word processing, spread sheets, and data entry. Demonstrate ability to work well with others. Organizational skills, good time management; flexibility and ability to prioritize. Information management skills. Responsible and self-motivated.

D. Job Objective

Provide administrative support necessary for the efficient operation of the CORE Educational Cooperative. Coordinates and administers diverse office clerical functions, deciding the most appropriate methods and procedures to be used and the priorities of work assignments.

E. Essential Skills, Functions, and Duties

1. Use effective office management procedures. General office skills to include typing, copying, filing and management of all office equipment
2. Keep all correspondence, conversations and records strictly confidential.
3. Managing the telephone system, answering general questions and directing calls
4. Greeting visitors to the office and referring them to the appropriate staff members.
5. Maintain, organize and coordinate records of member-districts when such records are stored at the cooperative.
6. Draft letters, reports and memos. Editing, proofreading, formatting documents.
7. Utilizes standard office equipment for recording, storing, retrieving and presenting information.
8. Handle incoming and outgoing mail, faxes and deliveries.
9. Ensuring adequate office supplies are on hand. Expediting purchase requisitions for general purchases and services after such purchases are cleared by the Director and Business manager.
10. Following the required procedures for the destruction of records.
11. Taking and fulfilling publication request, recording the information accurately on the database.
12. Work with Director to organize and develop policies.
13. Provide support to the financial office as needed.
14. Providing other general office support and duties as needed on a day-to-day basis.

**I have read and understand this job description and can fulfill the essential functions as listed.**

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Signature & Date

X

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Employee