

Rivercrest School District
Job Description
Administrative Assistant/Secretary for High School Counselor

Qualifications:

- High school diploma or equivalent/associate's degree preferred
- Computer skills to include proficiency in Excel and Word
- Ability to meet public well (pleasant and courteous)
- Punctual, dependable, and trustworthy
- Ability to maintain confidentiality
- Strong organizational skills

General Duties

- Performs the usual and various office routines and practices associated with a productive, efficiently operated office
- Obtains, gathers, and organizes pertinent data as needed and puts data into a usable form
- Receives and directs calls to the appropriate personnel
- Orders and maintains supplies as needed
- Processes mail
- Assists students and staff

Administrative Duties

- Works in school management systems (e.g, eSchool, Cognos, Triand)
- Registers/drops students
- Sends/receives records
- Maintains state assessment score files
- Works with Arkansas Northeastern College in support of TRIO and Career Coach initiatives
- Completes driver application forms for students
- Verifies student data for college and job applications
- Maintains list of student debt and informs students
- Maintains list of scholarships and awardees
- Maintains 504 records and notifications
- Assists counselor as needed

Correspondence

- Assists and prepares reports as required
- Maintains a filing system and processes correspondence as directed
- Receives and directs phone calls as necessary
- Prepares and distributes correspondence as directed to students, parents/guardians, and school personnel
- Performs other tasks as designated by the counselor

Terms of Employment: Per district classified salary schedule