

**Rivercrest School District**  
**Job Description**  
**Administrative Assistant/Secretary – Junior High Building**

**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
- Maintains up-to-date school Web page with all current announcements

Administrative Duties

- Assists with internal controls for financial accounting purposes
- Assists with student schedules
- Maintains student records

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 school administrators

Terms of Employment: Per district classified salary schedule