



## GILA CROSSING COMMUNITY SCHOOL JOB ANNOUNCEMENT

**Date:** November 4, 2009  
**Department:** Education  
**Reports to:** Lead Principal  
**Hours:** 7:30 to 4:00pm  
**Closing Date:** Open Continuous

**Position Description:** Administrative Assistant  
**Location:** Elementary/Middle Campus  
**Schedule:** Monday-Friday  
**Classified Salary:** \$10.51-\$20.22 (Column-F Step 1-20)

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**Overview:** The Administrative Secretary performs secretarial duties in the administrative office of the school providing clerical assistance to the building Principal and other school staff as directed. Primary instructions are received from the building Principal.

### **Qualifications:**

1. Must provide a current Arizona Finger Print Clearance Card.
2. Must have a valid Arizona Drivers license and provide a EZ MVR-Arizona 39 month record when operating a school vehicle.
3. Must have a CPR and First Aide Certification, or ability to obtain such certification prior to commencement of employment.
4. Must pass all drugs and background checks as required for employment at Gila Crossing Community School.
5. High school graduated or GED certificate with at least two years of experience or training in clerical or other related areas.
6. Certified Professional Secretary degree is an acceptable substitute for all other education and experience.
7. Thorough working knowledge of policies and procedures for work in an educational office.
8. Ability to safely adequately operate various types of office machines such as: fax, copy machine, computer, adding machined, typewriter, etc.
9. Ability to establish and maintain effective working relationships with other employees and the general public.
10. Physical and emotional condition adequate to meet the demands of assigned duties and responsibilities.
11. Ability to maintain effective working relationships with people of varied economic, educational and cultural backgrounds.
12. Must acknowledge and agree to maintain a Drug-Free workplace as a condition of employment at Gila Crossing Community School and the Gila River Indian Community.

### **Duties and Responsibilities**

- Pick up and deliver, receives, screens, and stamps daily mail for all school staff. Reviews documents and distributes to the appropriate staff and offices.

- Assists Principal in maintaining a calendar.
- Provides secretarial support for all school staff as requested.
- Prepares correspondence or documents from rough draft or oral instructions.
- Receives and processes special and periodic reports and documents for administrative office.
- Maintains proper files on all transactions, correspondence and faxes as they are processed through the administrative office. Assures that these files are adequately protected in a confidential manner.
- Maintains office supplies for the administrative office and prepares requisitions in a timely manner for proper signatures.
- Notifies staff of meetings and appointments as necessary.
- May be required to periodically record meetings and conferences as directed by administrative staff.
- Performs other duties and tasks as required by the administrative offices as they relate to the school.
- Conducts duties and responsibilities in accordance with the Gila Crossing board of Trustee's approved Policies and Procedures and Personnel manuals.
- Operate standard office equipment and contact service contractors when machines are in need of repairs.
- Maintains time and attendance, payrolls and other personnel documents.
- Other duties as assigned.

**Physical Requirements:**

Extensive sitting with some stooping/bending, walking, standing and lifting.

**Work Environment:**

Work is indoors, in an office setting, with frequent interruptions.

**Terms of Employment:**

This is a contract position. Will work 8 hours per day; 12 months per school year.