

SEDALIA SCHOOL DISTRICT #200

Job Title: Administrative Assistant II – Receptionist & Office Clerk

Job Overview

- Administrative Asst II salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Asst. Superintendent

Qualifications

- High school graduate or equivalent
- Expertise in Microsoft Applications
- Expertise in Google Applications
- Ability to organize and plan effectively
- Ability to maintain accurate records
- Work well with others
- Work with little to no supervision
- Maintain confidentiality in all aspects
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Responsibilities and Duties

- Reception
 - Answer and distribute incoming phone calls
 - Greet and assist visitors to the District Office
 - Issue forms and applications
 - Receive deliveries
- Stadium Track Cards
 - Manage distribution, deposits for card sales, and order of additional cards.
- Advertising
 - Back to School
 - Kindergarten Enrollment
 - Free & Reduced Lunch advertising and invoice the surrounding schools for their share of cost
 - Bids
 - Tax Rate
 - Audit Report
 - Others as requested
- Utility Costs report by building
- Distribution of materials
- Fundraising requests
- District van usage

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- District bids process
- Inventory of all buildings in the district
- Extra-Curricular Bus Scheduling for school related activities
- Equipment: maintain the loaning of district equipment
- Surplus process
- Business Partners list
- Printing of business cards, envelopes, etc.
- District t-shirts when applicable
- Assist other office staff as needed

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.