

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**JOB DESCRIPTION**

**Job Title:** Administrative Assistant - II

**Department:** Central Services South

**Grade** G

**H.P.D.** 7.5

**D.P.Y.** 215

**Job Description Date Reviewed:** April 2024

**Reports To:** Chief Academic Officer

### **Purpose of Job**

The purpose of this job is to assist in coordinating general office procedures while serving as a liaison between the Chief Academic Officer, staff at Central Services South, and community stakeholders. Duties and responsibilities include answering telephones, granting access to the building, providing information to staff and general public, reconciling athletic supplemental positions

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Specific duties and responsibilities may differ at each school, therefore other duties will be required and assigned by School Administrator.**

- Create a customer first culture that establishes customer service as the CMCSS competitive advantage. Welcome all employees who enter Central Services South in a professional and positive manner.
- Answers telephone and provides information or directs calls/messages to appropriate personnel; greets public and serves as liaison between parents, community members, and Central Services South staff. Initial point of contact for all visitors.
- Identify immediate visitor need and coordinate appropriate supports while providing professional customer service.
- Assists with approval of CMCSS outside providers and follows all the policy and procedures regarding approval. This could include receiving and processing applications, working with Human Resource representatives on background check requirements, and communicating policy and procedures with schools.
- Prepares work orders for building maintenance and repair under the guidance of the CAO or designee.
- Assists in coordinating general office procedures; prepares, and files reports and office correspondence for the Chief Academic Officer or other members of the Senior Instructional Team.
- Organizes and maintains filing system.

- Coordinate with the District Programs and Activities Coordinator, Employment Process Coordinator, Athletic Directors and Payroll Supervisor in managing certified and non-certified supplements including all related personnel actions for new and existing employees for timely administration of supplemental salary additions, deletions and changes. Develop and maintain spreadsheets by location for all supplemental positions. Tracks experience for appropriate salary steps.
- Support work with the receipt of materials delivery, inventory, sorting, and disbursement for the various Instruction Team projects.
- Support work with the completion of the department's inventory audit.
- Submits OJI referrals

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or equivalent), with one to three years of general office and bookkeeping experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Administrative Assistant II. Has considerable knowledge of attendance, enrollment and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;

- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**