



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/5/2023

Administrative Assistant III

Pay Scale: B

Level: 9

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building or other Central Office location

Job Overview

This is specialized secretarial and administrative support work performed in central office. An employee in this class serves as the principal office support to a Director or equivalent level position. Employees provide office management, administrative, and financial support to the Director and department staff, organizing and carrying out office operations to serve the department. Employees in these positions exercise considerable initiative and discretion, relieving the Director and staff of administrative details, often speaking for or representing the department on matters within their areas of responsibility. The work requires highly developed office skills in computer/software operation, communications, financial maintenance procedures, and office management.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Responds to request for information made from school staffs, central offices personnel, parents, and outside organizations regarding department activities, responding to matters within areas of authority and explaining procedures and requirements to callers; ensures that informational, program, and administrative communications are disseminated to schools, other central office departments, and other organizations as necessary
- Organizes and implements efficient office systems and procedures; sets up and maintains department filing and record keeping systems; institutes tracking and control procedures to ensure matters are handled expeditiously
- Provides administrative and program specific support to the department director, department staff, and schools staff.
- Provides general guidance and tier II and III support to Administrative Assistant I and IIs
- Maintains databases containing program data, entering, editing, and correcting data as necessary; produces reports, lists, summaries, and other documents from databases. As necessary, creates databases using spreadsheet or database software; posts and maintains program accounts, entering data from financial transaction documents into computerized accounting spreadsheets or systems; monitors accounts and advises supervisors and school administrators of account status; compiles lists, summaries, and other financial information as requested
- Maintains logs, appointment schedules, calendars, bulletin boards, reference files/materials, and other department records
- Participates in arranging events, conferences, meetings, and other activities; assembles information, prepares informational materials, and locates and arranges for necessary space and services; maintains related expense and activity files and records; makes travel arrangements, including hotel and travel reservations; prepares itineraries; processes expense reimbursements

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- Processes department forms and documents such as purchase orders, vouchers, requisitions, personnel actions, and time and attendance reports, and sends to appropriate departments for action; maintains logs of such actions and follows up as necessary
- Represents the department in meetings as assigned; takes notes and presents or explains department views on matters keeping in mind the mission of LCPS

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Experience in performing a variety of specialized and proven general office tasks with deadline and long-range projects simultaneously

Licenses and Certifications

Knowledge, Skills and Abilities

- Proficient knowledge of modern office practices and procedures as applied to the organization and implementation of office systems and procedures; effective techniques of office management; the use of full function word processing software and standard office database software; standard office appliances including desktop PCs, standard office software, scanners, printers, photocopiers, and facsimile machines
- Ability to organize and manage office operations for a major organization department of the School District; to perform specialized office and administrative support work accurately and quickly; to communicate effectively; to work cooperatively with others; to work under pressure and/or frequent interruptions
- Ability to take initiative and to handle new duties with limited direction; ability to determine and set work priorities, maintain confidentiality, work independently, and work effectively during periods of heavy workloads; ability to work and respond calmly and efficiently when under pressure
- Ability to assist in the coordination of events, meetings, and committees
- Strong customer service orientation and functioning as primary first level point of contact
- Anticipates long range needs of the office and responds with initiative
- Strong organizational, communication and interpersonal skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.