

POST

POST

Licking Valley Local Schools
1379 Licking Valley Road NE
Newark, OH 43055

Vision Statement -Every adult helping every child learn and grow every day.

JOB POSTING

March 2019

ADMINISTRATIVE ASSISTANT—Licking Valley High School

Important information about this job and its requirements / benefits can be found here:
https://docs.google.com/document/d/1wnK_dpmzbcz8sPw75nQHdjQKkLYETXUtmMoEO WTFJY/edit?usp=sharing

Job Brief

The Licking Valley Local School District is seeking a skilled administrative assistant to perform a variety of administrative and clerical tasks and, just as importantly, to receive our public and customers and provide exceptional customer support and relations. Specifically, the duties of the administrative assistant include providing support to our building administrators, students, staff, and community, as well as assisting in daily office needs and managing our building's general administrative activities as a member of the administrative team.

In general, the administrative assistant responsibilities include serving our public and employees, collecting, organizing, and disseminating various forms of data, preparing data reports, and maintaining appropriate filing systems among other general duties. The ideal candidate will have a customer service focus, value teamwork, demonstrate excellent oral and written communication skills, and be able to organize their work using tools like MS Office Suite, the student information management system (DASL), and general office equipment, in an environment that requires confidentiality. Previous experience as an administrative assistant or secretary is a plus.

Responsibilities

- Provide customer service and support
- Maintain a high level of confidentiality
- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, and newsletters
- Gather, organize, and report data
- Access and manage student databases
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system

- Maintain contact lists
- Act as the point of contact for internal and external clients

Requirements

- High School diploma or higher
- Strong interpersonal skills
- Strong collaboration and teamwork skills
- Verifiable skill as an administrative assistant or secretary
- Knowledge of office management systems and procedures
- Working knowledge of office equipment
- Proficiency in MS Office Suite (i.e., MS Word, Excel, PowerPoint, Publisher) & Google-based resources
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills

Qualified candidates must complete the www.ohreap.net application in **Support Services – Secretarial Position (244 days)**, then e-mail a letter of interest and résumé to Principal Wes Weaver at weaverw@lickingvalley.k12.oh.us. The email must indicate that the REAP application is on file. The deadline for submission of all application materials via email is Wednesday, March 20, 2019.