



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

---

<b>Position Title:</b>	Administrative Assistant
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	107
<b>Reports to:</b>	Supervisor
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Perform the duties required to provide administrative and financial support.

**Essential Functions:**

- Supervise day and evening support
- Coordinate personnel/certification and appointments
- Monitor and maintain budget
- Supervise data collection, maintenance, and update
- Responsible for administrative support for major reports
- Oversee requisition preparation
- Perform payroll for full-time staff and supervise payroll for part-time staff
- Maintain communication between clerical staff and administrative staff
- Supervise the maintenance of records for payroll and personnel
- Assist with recruitment of staff
- Process and coordinate leave of absence paperwork
- Coordinate and chair staff meetings
- Develop procedures for clarification for procedures
- Supervise inventories
- Assist with telephone calls and walk-in applicants
- Compose, type and file memos
- Maintain and update administration on the availability and completion of paperwork of applicants
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

**Experience:**

- Requires broad knowledge of a discipline equivalent to a complete college or university education
- Minimum of one year of experience

**Education**

- High School Diploma or Equivalent (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle





*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

---