

Dallas Independent School District has a vacancy for your consideration. Please find the details below.

Administrative Assistant V (226 Days)

[Apply Online](#)

Category: **Central Office Support/Administrative Assistant V**

Date Posted: **3/26/2014**

Location: **English/Language Arts**

Date Closing: **Until Filled**

QUALIFICATIONS

- Accredited High School Diploma or equivalent (U.S.A. equivalency) and advanced secretarial training, an Associate's Degree, or an equivalent combination of education and experience
- Two years of directly related experience
- Ability to successfully complete assignments with general direction
- Exceptional attention to detail and accuracy
- Ability to communicate and interact effectively and professionally with a wide variety of district personnel and the public
- Ability to accurately schedule one-time and recurring calendar invites in Microsoft Outlook
- Excellent computer skills with knowledge of Oracle, MS Windows, MS Office Professional, and Google Docs
- Exceptional understanding of English grammar and spelling
- Organizational, prioritization, and interpersonal skills required to achieve the goals of the position
- Ability to be a task-oriented self-starter
- Problem solving/investigative skills required to research and respond to inquiries
- Ability to handle multiple projects simultaneously in a fast-paced environment
- Ability to resolve problems encountered in the payment of invoices, requisitions and purchase orders

BASIC FUNCTIONS

- Organize and manage routine work activities of the office, with an emphasis of prioritizing tasks and time
- Place and receive telephone calls; respond to inquiries from employees/public in an accurate, knowledgeable, and efficient manner
- Prepare and format correspondence, memos, financial reports, agendas, and other documents for the department in a timely manner
- Prepare and process documents related to acquisitions, inventory, record keeping, payroll, and board items; prepare and follow through on all department requisitions, purchase orders, and payment authorizations

- Maintain inventory of departmental supplies; anticipate needs and place orders; verify receipt of supplies; maintain an accurate and efficient filing system and process correspondence for the department
- Greet office visitors, providing quality customer service and support to district employees and visitors; promote a positive image of the department and the district
- Maintain the director's calendar; coordinate among departments across the district to schedule meeting dates for the director
- Make travel arrangements for the director
- Process work-related forms and documents
- Compile data for reports by researching and summarizing information
- Ensure the proper processing of all district forms
- Respond to inquiries from employees and the public in an accurate, knowledgeable, and efficient manner; advise supervisor of inquiries that cannot be personally handled
- Provide regular feedback to supervisor regarding the status of projects or issues, and follow up on pending matters
- Run a high volume of copies, handouts, and other materials for training and meetings
- Perform all other tasks and duties as assigned

**Minimum
\$31,898**

Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the chief officer – Human Capital Management.

A security check and disclosure of family relationship information is required for all positions.

No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H

Dallas Independent School District uses the [AppliTrack](#) system from Aspex Solutions to manage employment applications online.