

# GLOBE UNIFIED SCHOOL DISTRICT NO. 1



**OFFICE OF THE SUPERINTENDENT**  
501 E. ASH STREET GLOBE, ARIZONA 85501  
(928) 402-6000  
www.globeschools.org

**78-284**

**POST**

**VACANCY ANNOUNCEMENT**

**POST**

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## **Promoting high academic achievement in a safe and supportive environment**

ANNOUNCEMENT DATE: June 14, 2010 INTERNAL/EXTERNAL  
CLOSING DATE: Until Filled  
JOB CLASSIFICATION: Classified

JOB TITLE: **Administrative Assistant I**

TERMS OF EMPLOYMENT: 260 days per year  
8 hours daily

RATE OF PAY: Salary Range: 14  
Fringe Benefits

REPORTS TO: Supervisor of Facilities

### **OVERVIEW OF RESPONSIBILITIES:**

This position involves a wide variety of specialized and responsible duties independently in support of functions delegated to assigned administrator; perform duties to assist the administrator with administrative details as appropriate. Must be able to make routine decisions and use independent judgment. Individual will be responsible for coordinating communication for the administrator; obtain and provide information, coordinate activities and resolve problems, schedule appointments, arrange meetings arrange travel accommodations as necessary. Compile information and data for a variety of reports: Organize, type and print reports and other written materials related to assigned office functions. Receive, process and route mail: order, issue and maintain department supplies, forms and equipment. Individual must be able to operate a computer work station to maintain records and generate reports, lists and other materials; utilize word processing and other software as required. Train and provide work directions to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality. Coordinate, compile and prepare Board agenda materials as required by the position.

### **MINIMUM QUALIFICATIONS:**

1. High School diploma or equivalent required. Business College desirable
3. Must be able to operate standard office machines, type accurately at rate of 50 wpm,
4. Good command of Business English and able to write letters independently using correct grammar, spelling and punctuation.
5. Must have excellent organizational abilities.
6. Must know and practice good office procedures, be courteous, cooperative and tactful in dealing with students, staff, Board members, administrators and the public.
7. Such alternatives to the above qualifications as the Board may find appropriate

### **APPLICATION PROCEDURES:**

1. Current application and resume - Internal applicants will be considered in accordance with District Policy GCK
2. Copy of high school diploma or GED equivalent
3. Two (2) current letters of recommendation

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### **NOTICE OF NON-DISCRIMINATION:**

The Globe Unified School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities. The Superintendent has been designated to handle inquiries regarding non-discrimination policies.