



Job Title: Bilingual Administrative Assistant

FLSA Status: Non-Exempt

Department: School Administration

Hrs/Week: 40 Hrs/week

Reports to: Principals

Date: July 2021

Primary Purpose

To provide secretarial and administrative support to the administration while also acting as a receptionist in the school office.

Essential Functions

- Greet students, faculty, employees, parents and visitors in a pleasant, professional manner and provide assistance as needed.
- Review and sort all in-coming mail / materials and expedite distribution of correspondence to appropriate staff. Answer phone calls and take messages for staff, screening calls, if necessary and returning calls as directed.
- Performs a variety of clerical duties such as filing, copying, typing, and translating.
- Keep and update records, grades, and attendance, and process grading data for midterms and report cards through JMC as directed by the principals.
- Able to operate all office machines and monitors need for service or repair.
- Assist with other general office responsibilities as assigned - special projects, balancing of work load, or assisting in the absence of other employees
- Other duties as assigned.

Supervisory Responsibilities

None

Knowledge, Skills, Experience Required or Preferred

Must be able bilingual in English and Spanish. One year of advanced training in business administration, office procedures or general clerical skills preferred. Minimum of two years of experience in secretarial duties. Computer skills with knowledge of Microsoft Office, spreadsheets and databases required. Excellent organizational and communication skills needed, including the ability to deal tactfully and graciously with the public. Must be flexible, with a willingness to learn and take on new challenges. Due to the accessibility of sensitive

information, this employee must maintain confidentiality at all times with regard to students, families, faculty and staff. Conduct himself/herself as a moral person in compliance with the moral standards of the Roman Catholic Church, including those set forth in the Administrative Manual, Diocese of Sioux City, and observe faithfully the policies, duties, regulations, and directives of the Bishop, administration; and abide by the policies and procedures specified in the Administrative Manual and Faculty/School Handbooks. Be in full compliance with the Safe Environment Program of the Diocese. This includes:

- a. All necessary background checks
- b. Adherence to the Code of Ethical Standards for those ministering on behalf of the Church
- c. Completion of all assigned training components of the Virtus Program.

Physical and Cognitive Requirements

Sedentary work - involves sitting most of the time, walking and standing are required occasionally. There are no exposures to adverse environmental conditions. Clerical duties require working at distances close to the eyes; work deals with preparing and analyzing data and figures, use of computer terminals, extensive reading and visual interpretation. Duties require following written, oral or diagrammatic instructions involving several concrete variables.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary. I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: _____
(Employee)

Date: _____

Reviewed by: _____
(Supervisor)

Date: _____