



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Administrative Assistant  
**Reports To:** Director or Administrator  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 08/2011  
**Last Revised Date:** 08/2011

**Summary:** Performs clerical duties to support department and/or administrators

### **Essential Duties and Responsibilities:**

- Compose or transcribe from rough draft; correspondence, bulletins, reports, and other material
- Arrange and coordinate meetings
- Answer phones and greet visitors to department
- Monitor and track program budgets
- Order, stock and distribute supplies according to policies and procedures
- Sort Mail and process various mailings
- Attend and take minutes for meetings as requested
- Perform general bookkeeping duties (purchase orders, cash receipts, invoicing, etc.)
- Assist Executive Administrative Assistant as necessary
- Handle program specific duties
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

### **Education and/or Experience:**

High school diploma or general education degree (GED). Associates Degree Preferred.  
Proficiency in Excel and other Microsoft Office products

### **Certificates, License, Registration:**

If applicable

### **Other Skill & Abilities:**

- Ability to communicate effectively including listening
- Works in a team oriented fashion
- Ability to efficiently use computer and applicable software
- Ability to problem solve
- Maintains confidentiality
- Adapts to frequent changes in the work environment
- Uses equipment and materials properly
- Practices safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.