



# Administrative Assistant

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## **GENERAL DESCRIPTION:**

Under general supervision is responsible for providing direct administrative and clerical support. Conducts such duties as answering incoming calls, word processing, data entry, establishing and maintaining files and records, scheduling appointments, bookkeeping, etc.

## **REPORTS TO:**

The Administrative Assistant reports directly to the Associate/Assistant Commissioners and Directors of the South Carolina High School League

## **QUALIFICATIONS:**

High school graduate with a minimum of two years of secretarial experience preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

## **KNOWLEDGE/SKILLS:**

- Knowledge of the policies, procedures, and activities of the SC High School League which pertain to the specific duties and responsibilities of the position.
- Advanced knowledge of the principles of office management and organization.
- Advanced knowledge of Microsoft Office.
- Ability to demonstrate proper maintenance, safe operation, and utilization of equipment, materials, and supplies used in daily activities.
- Ability to maintain high standards of accuracy in exercising duties. Ability to anticipate work to be completed and to complete work without the need for direct supervision.
- Advanced data entry, mathematical, bookkeeping, word processing, and written/verbal communication skills.
- Ability to maintain the confidentiality of employee and school records and information.
- Ability to interact and communicate in an effective and professional manner with supervisors, co-workers, teachers, students, and the general public.
- Ability to demonstrate high-level application of technology devices in the performance of daily activities.

## **RESPONSIBILITIES & DUTIES:**

- Provides secretarial support by performing such duties as checking and responding to emails; answering, screening and directing telephone calls; screening and/or distributing income and outgoing mail; word processing; developing and maintaining a central filing system; assisting with preparation, compilation and/or dissemination of various materials; maintaining conference room calendar; and greeting/directing visitors.
- Provides clerical assistance as a back-up to other staff when needed.
- Provides assistance in administrative areas such as compiling data, verifying records and reports for accuracy.
- Provides assistance in financial areas which includes checking financial statements for accuracy and matching payments to invoices.
- Operates general office and technology equipment needed for daily activities.
- Performs other duties as assigned by the Commissioners and Directors.

**WORKING CONDITIONS:**

Conducts duties in an office environment with no significant exposure to adverse environmental conditions. Requires ability to maintain constant attention and meet deadlines. Physical demands are restricted to office work requiring lifting/moving of items weighing up to twenty-five pounds. Job requires the operation of standard office and technology equipment.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to fifty pounds of force occasionally, up to twenty pounds of force frequently, up to ten pounds of force as needed to move objects and the ability to climb stairs.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provision of the SCHSL policy manual.

**SALARY & BENEFITS:**

This position is full-time as defined by the SCHSL Employee Handbook. The annual salary for the 52-week position will be negotiable depending upon experience and other relevant qualifications. Comprehensive benefits – including vacation, state retirement and health insurance coverage are provided.

**APPLICATION PROCEDURE:**

As an applicant you shall submit:

1. A letter of interest.
2. A current resume of qualifications and experience.

Note: Submit information no later than November 1, 2019

Send Information to [cindi@schsl.org](mailto:cindi@schsl.org) or by mail to:

Jerome Singleton, Commissioner  
SCHSL  
PO Box 211575  
Columbia, SC 29221-6575

The commissioner of the South Carolina High School League will select candidates for interviews. Final selection will be made prior to January 1, 2020. Deadline(s) will be extended if a suitable candidate is not found during interviews.

The South Carolina High School League is an Equal Opportunity Employer.