

**PACELLI CATHOLIC SCHOOLS**  
**Job Description**

**ADMINISTRATIVE ASSISTANT**

**QUALIFICATIONS:**

- Administrative Professional degree or at least one-year experience in an office setting
- Demonstrates knowledge of basic office equipment, including computers and word processing
- Possesses good communication skills, including pleasant telephone manner
- Follows PCS professional dress code
- Is tactful and considerate
- Is cheerful, possesses a sense of humor
- Able to function well under pressure; reacts calmly in emergencies and stressful situations
- Trustworthy; respects confidentiality appropriate to the position
- Demonstrates organizational skills
- Able to work well with school and church staff
- Able to accept constructive criticism
- Demonstrates loyalty to school, system, diocese
- Able to handle money and collection of fees
- Able to handle daily medical situations; first aid training helpful

**REPORTS TO:** Building Principal

**AREAS OF RESPONSIBILITY:**

- Answer telephone and transmit calls and messages accordingly
- Answers, monitors and responds to visitors that use the doorbell security system
- Receive and direct visitors, have them sign in and receive a visitor badge
- Process correspondence as directed by school administrator
- Keeps office files organized and updated
- Perform recordkeeping and filing functions appropriate to the school's needs
- Maintains inventory of school's office supplies, equipment and orders supplies as necessary and approved by school principal
- Prepare and send mailings as directed
- Coordinate annual registration procedures and materials and perform record keeping appropriate to function
- Ability to maintain and ensure confidentiality of sensitive information and materials
- Maintain professional, cooperative, and friendly relations with students, parents, staff, public and church
- Maintains current knowledge of school handbook
- Perform all other duties as necessary to the position as specified by the school administrator

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Assistant Signature

\_\_\_\_\_  
Date