

IASB JOB DESCRIPTION

Current as of April 2022

FOR OFFICE USE ONLY

Reviewed: _____TB;
TS_____

Administrative Assistant, Office of General Counsel/Policy Services: *Vacant*

Organization

Founded in 1913, The Illinois Association of School Boards Vision is excellence in local school board governance supporting quality public education.

Job Title and Classification: Administrative Assistant; full-time, N4

Position Information

Department: Office of General Counsel/Policy Services

Reports to: Director of Policy Services, Springfield or Lombard

Office Location: Springfield or Lombard

Departmental Mission/Vision/Goals

The Mission of the IASB Policy Services staff is to promote excellence in local school board policy through teamwork, expertise, professionalism, and dedication to service.

Position Summary

In-office position responsible for initiating and performing functions required for the efficient operation of an office and to support the policy services team in providing existing and new services to IASB members.

FUNCTIONS OF THE JOB include the following. Essential functions appear in bold type.

- **Accurately process PRESS Plus Issue Updates and Responses in a timely manner**
- **Take minutes of Policy Consultant/Director meetings and post them**
- **Create and maintain in the policy services shared files a list of current tasks, duties and responsibilities**
- **Create and maintain current, organized, and accurate written procedures and electronic and paper files relating to job tasks, duties and areas of responsibility**
- **Word process policy customization and administrative procedures project manuals drafts, edits, and updates using Microsoft Office and other web-based programs**
- **Ensure all phone calls, emails and other communications are handled in an efficient and courteous manner**
- **Provide phone and online training to school district subscribers for policy subscription services**

- **Assist with Custom/AP service updates following each PRESS Update Issue as assigned, e.g. bases, macro book, LRS program updates, etc.**
- **Assist with tasks to support Policy service offerings as assigned**
- **Maintain accurate calendars in MS Outlook and Flexbooker**
- Assist with the development of PowerPoint presentations as needed
- Prepare handouts, booklets, and other material as needed
- Create and maintain accurate spreadsheets in Google Sheets and Excel, as needed; create and provide requested reports.
- Participate in appropriate professional development offerings as needed
- **Participate in cross-training with other policy services staff members to provide backup as needed**
- Attend periodic meetings both in and out of the office for continuous improvement and alignment of work throughout the department and the association
- **Attend the Joint Annual Conference in Chicago annually and perform duties as assigned**
- Attend occasional meetings outside the office that may require overnight travel
- **Practice reliable and consistent attendance and punctuality**
- Contribute to team effort and department mission/vision/goals work
- Perform other duties as assigned

EDUCATION and/or EXPERIENCE REQUIREMENTS

- High school diploma or equivalent, and/or evidence of progressive relevant administrative professional experience
- Demonstrable high-level experience with Microsoft Word and Web-based HTML word processing applications
- Microsoft Office Specialist (MOS) Expert; MOS Master preferred
- Experience assisting lawyers or other types of professionals that relate to the legal field

REQUIRED COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Interpersonal skills necessary to work with members and other staff effectively in a team environment
2. Ability to self-start and work without close supervision

3. Advanced knowledge of current Microsoft Office Professional Suite with an emphasis on word processing and Excel. For Microsoft word processing, demonstration of the following skills is required:
 - a. Ability to use Auto Text and run macros in Microsoft word documents to save time on repetitive tasks; knowledge of how to create Auto Text and macros preferred.
 - b. Ability to review documents for accuracy and consistency in formatting, pagination, link management, and page references.
 - c. Minimum Microsoft Office Specialist, Microsoft Office Expert preferred, to use Microsoft Word and Excel to produce complex legal and policy documents, that must include:
 - i. Work with advanced styles, formatting, columns, tables, alignment, footers, headers, and other page layout features.
 - ii. Work with documents that require tables of contents, footnotes, endnotes, and cross references.
 - iii. Manage and track document changes with multiple users using highlights and comments.
4. Demonstrated ability to word process in web-based HTML editors and word processing programs using tables, page breaks, and other styles.
5. Advanced knowledge of Adobe Acrobat Pro.
6. Internet skills
7. Ability and willingness to learn and use new software and web-based applications quickly and competently
8. Excellent grammar and communication skills - verbal and written
9. Attention to detail, high degree of accuracy and excellent proof-reading skills
10. Excellent organization abilities
11. Public relations skills
12. Knowledge of and ability to use office equipment, including UPS, postage meter, FAX, photocopying, scanning and printing as required

SPECIAL CONDITIONS OF EMPLOYMENT

Physical Demands

As necessary to perform the functions of the job, sedentary to light work (this position requires the employee to be able to lift, move and safely handle boxes and materials up to 25 pounds); to see (visual acuity including color, depth perception, and field vision for reviewing hard copy documents, viewing a computer terminal, extensive reading, visual inspection involving small defects); hearing (perceiving the nature of sounds at normal speaking levels with or without correction and ability to receive detailed information through oral communication, and to make the discriminations in sound); speaking (expressing or exchanging ideas by means of the spoken word, which include

conveying detailed or important spoken instructions to other workers and/or members accurately, loudly, or quickly); fingering (picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling); repetitive motion (substantial movements (motions) of the wrists, hands, and/or fingers).

Conduct Standards

The highest of moral and ethical standards is demanded in accordance with the IASB Staff Standards and Staff Core Values. Employee conduct standards and other aspects of employment are addressed in the IASB Employment Handbook.

DISCLAIMER

This job description may be changed at any time and is not a contract with the individual employee(s). IASB retains its right to change this job description and assign or reassign duties and responsibilities to this job at any time.