



## Appomattox Regional Governor's School

“Nurturing gifted and talented creative thinkers in the fine, performing and technological arts.”

### POSITION DESCRIPTION

**Date:** June 16, 2022

**Job Title:** **Main Office Assistant**

**Work Location:** ARGS – High School

**Supervisors:** Director/Assistant Director/Office Manager

**Terms of Employment:** Part-time

#### **General Description:**

- Greet visitors in a professional manner.
- Provide visitors with information and direct them accordingly.
- Answer phone calls and direct callers to the appropriate party.
- Process, sort, and route incoming and outgoing mail, prepare and check-in purchase orders.
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary.
- Serve as attendance officer back up.
- Perform other administrative support tasks, including updating and sorting files, making announcements, assist parents with early release.
- Provide coverage for Main Office and classrooms as needed when staff are absent or delayed.
- Assist with collecting and entering Student Information Forms into PowerSchool
- Assist with collecting student fees, receiving and receipting monies for Budget Technician.
- **Additional Duty:** Deputy Board Clerk, back up to Board Clerk, ordering lunches for Steering Committee Meetings and setting up library for Regional Governing Board Meetings. Become a Virginia notary.

**Knowledge/Skills/Abilities:**

- Demonstrate ability to communicate high school diploma or general education degree (GED) required, associate's degree or bachelor's degree preferred
- 1-3 years of relevant experience in an office setting, preferably in an administrative or clerical role
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills
- Strong attention to detail
- Proficient computer skills and ability to operate general office equipment

**Requirements:**

Applicants considered for employment must successfully complete the following background investigations/test:

- State Police Criminal History Investigation
- Child Protective Services (CPS) Investigation
- Tuberculosis Screening/Test

**Physical Demands:**

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to lift, support, handle or feel objects, tools, equipment, and/or controls, reach with hands and arms, and talk and hear. The employee is occasionally required to stand, walk, sit, and stoop or kneel. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

**Submit ARGS employment application, resume and three signed letters of recommendation to: Mrs. Veronica A. Kouassi Small, Assistant Director at (804) 722-0200 ext. 110 or email [vkouassi-small@args.us](mailto:vkouassi-small@args.us).**