

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Administrative Assistant - Executive Services  
**Reports To:** Executive Services Specialist/Custodian of Records

#### **SUMMARY**

The Wentzville R-IV School District is seeking a dedicated and detail-oriented Administrative Assistant for our Executive Services team. This role is crucial in providing comprehensive administrative and clerical support to the Executive Services Specialist/Custodian of Records, Chief General Counsel, and Executive Services Team. As a pivotal member of our team, you will ensure the efficient operation of the Executive Services Office, facilitate legal support services, and contribute significantly to the management of district-wide responsibilities.

#### **QUALIFICATIONS/REQUIREMENTS**

- Minimum of a high school diploma or its equivalent
- High level of competence in clerical and note-taking skills
- Minimum of three years professional secretarial experience, preferably with exposure to a legal environment
- Experience handling sensitive information in a discreet and tactful manner
- Familiarity with legal terminology, documentation, and procedures
- Extensive working knowledge of computer operations and word processing software programs
- Ability to take initiative and work independently
- Strong sense of customer orientation

#### **ESSENTIAL JOB DUTIES**

In this role, you will be at the forefront of administrative excellence. Your primary responsibility is to support the Executive Services Specialist and Custodian of Records. This involves a variety of tasks that ensure the smooth and effective operation of our district. Your duties will include managing critical records, responding to legal requests, and coordinating essential activities.

- Handle Missouri Sunshine Law requests, ensuring timely and accurate responses.
- Manage subpoenas for records, ensuring compliance and proper documentation.
- Keep up-to-date with Sunshine Law updates (SOB).
- Coordinate travel arrangements for the Superintendent and Board of Education.
- Oversee calendar management and delegated email access for key personnel.

**ESSENTIAL JOB DUTIES (cont'd)**

- Maintain records retention management and ensure compliance with legal requirements.
- Produce legal documents as needed.
- Transcribe Board of Education meetings accurately.
- Compile and manage forms related to district policy and regulations.
- Track and update district policies.
- Administer the Records Grant Program and provide training as necessary.

**REQUIRED SKILLS AND KNOWLEDGE**

To excel in this role, you will need a robust set of skills and knowledge that align with the diverse responsibilities of the position. We are looking for someone who is not only skilled but also proactive and capable of handling sensitive information discreetly.

- Knowledge of Google Vault for searching records responsive to sunshine law requests, including emails in Gmail and documents in Google Drive.
- Ability to translate keywords into full texts for comprehensive reporting.
- Proficiency in performing business research and data analysis.
- Expertise in using spreadsheet software for various administrative tasks.
- Strong coordination skills for organizing events and travel arrangements.
- Competence in using different communication channels effectively.
- Familiarity with legal terminology, documentation, and procedures.
- High level of competence in clerical and note-taking skills.
- Ability to work independently and take initiative.
- Strong sense of customer orientation and the ability to handle requests tactfully.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Executive Services Specialist/Custodian of Records, Chief General Counsel, Executive Services Team, and/or other designated administrator.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position, and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.