

OFFICE ASSISTANT - DISTRICT

Purpose Statement:

The job of Office Assistant - District is done for the purpose/s of providing clerical support to assigned personnel; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

Essential Functions

- Collects payments and/or fees for the purpose of completing transactions as assigned.
- Maintains a variety of records and/or files (e.g. lunch accounts, rosters, daily attendance, periodic reports, policy and procedures binders, etc.) for the purpose of providing documentation for audit purposes and meeting state, federal and administrative requirements.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare as assigned.
- Orients substitutes for the purpose of effectively assimilating substitute personnel into site operations.
- Performs record keeping and general clerical functions (e.g. proofreading, filing, copying, faxing, etc.) for the purpose of supporting departmental operations.
- Prepares a variety of documents and materials (e.g. notes, standardized correspondence, calendars, meal counts, marketing materials, presentations, handouts, periodic reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Processes documents, forms, reports and materials (e.g. reports, cash payments, requisitions, recertifications, fees, mail, applications, lunch counts, etc.) for the purpose of disseminating information, determining eligibility and/or completing transactions.
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. trainings, inservices, etc.) for the purpose of receiving and/or conveying information.
- Maintains inventory of office supplies for the purpose of ensuring availability as needed.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; preparing and maintaining accurate records; and performing standard bookkeeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problemsolving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicate with diverse groups; be attentive to detail; adhere to safety practices; meet deadlines and schedules; and English/Spanish translation as assigned.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
 Pre-Employment Proficiency Test
 Pre-Placement Physical Exam

Certificates & Licenses

Typing Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
 Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 16