



Classification Specification

OFFICE ASSISTANT III

Department:	Site or Department
Reports To:	Site or Department Administrator
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Perform a variety of complex clerical and record-keeping duties requiring a high degree of independent judgment and responsibility as well as detailed working knowledge of the subject matter and functions of the office to which the incumbent is assigned; answer phones, provide technical information, and greet and assist students, parents, staff, and visitors; assist in assuring smooth and efficient office operations.

Distinguishing Characteristics:

The Office Assistant III classification is the highest-level class in the general clerical series. The Office Assistant III requires a high degree of independent judgment and responsibility as well as detailed working knowledge on subject matter and functions of the office to which the incumbent is assigned. Two (2) years of experience in independent, responsible general clerical work is required for the Office Assistant III classification. The Office Assistant III-Career Guidance classification requires working knowledge of the College and Career Center. The Office Assistant II classification is responsible for performing a wide variety of moderately difficult clerical tasks with frequent contact with staff, students, parents, and the public. One (1) year of clerical experience is required for the Office Assistant II classification. The Office Assistant I classification is an entry level clerical position responsible for performing general clerical and receptionist duties.

Essential Duties and Responsibilities:

- Perform a variety of complex clerical duties for the site or department administrator, including filing, typing, duplicating and distributing materials related to enrollment, attendance, and registration, student activities; counseling office, and school bussing; assist in assuring smooth and efficient office operations.
- Input attendance, individual education plans (IEP's), bussing, counseling information, and a variety of data from an assigned department into an assigned computer system; maintain automated records; create queries; generate a variety of computerized lists and spreadsheets;

ensure the timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.

- Compile information and prepare and maintain a variety of records, statistical data, and reports related to programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; process and evaluate various forms and applications as needed.
- Compose correspondence; process a variety of records and documents related to assigned activities such as letters, lists, memorandums, bulletins, reports, requisitions, flyers, forms, or other materials from detailed or rough copy; proofread completed assignments.
- Initiate and receive telephone calls; screen and route calls; take and relay messages; verify student absences; explain appropriate policies and procedures; provides information concerning school or departmental programs, schedules, and activities; maintain confidentiality of sensitive and privileged information.
- Greet and assist visitors; initiate and receive telephone calls; screen and route calls; take and relay messages; provide general information concerning school or departmental programs, schedules, activities and related policies and procedures.
- Prepare receipts for funds, reconciles revolving cash, and prepares reports; prepares and maintains some bookkeeping accounts; assist in the preparation of bank deposit statements; assist the district auditor.
- Utilize computerized student data systems to access student information; maintain daily attendance records, verify and clear absences, and monitor attendance patterns; print attendance lists; write tardy and re-admit slips; process student requests, including work permits.
- Perform clerical duties related to various site programs such as , associated student body (ASB) office, counseling, childcare programs, and attendance; perform a variety of activities related to enrollment, fee collection, maintaining accounts, and ordering supplies and equipment.
- Distribute billing statements; receive and post payments to accounts; prepare bank deposits; maintain revolving cash accounts.
- Assist parents with the enrollment and registration process; answer questions concerning programs; address parent concerns.
- Inventory, order, and distribute materials, supplies, and informational data; maintain supply room inventories and arrange for repair of equipment.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Modern office methods, practices, and principles.
- District and department practices and procedures related to the assignment.
- Computer programs used for word processing, data processing, and student information systems.
- Telephone techniques and etiquette.
- Databases, spreadsheets and generating queries.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Processing receipts for funds and maintaining accurate bookkeeping records.

Ability to:

- Perform a variety of complex clerical and record-keeping duties in support of an assigned school office or program.
- Perform clerical work with accuracy and speed.
- Speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information, and to explain policies and procedures.
- Learn new computer programs/technologies, including desk top publisher web-based systems.
- Work independently and follow through on assignments with minimal direction.
- Interact diplomatically with the public in a high-volume public contact setting.
- Maintain cooperative relationships with those contacted in the course of work.
- Maintain confidentiality of sensitive or privileged information.
- Type or input data accurately at an acceptable rate of speed.
- Meet schedules and timelines.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Accurately perform basic mathematical calculations for accounting purposes.
- Read documents written in standard English test for the purpose of retrieving information.
- Write grammatically correct routine business correspondence to gather or convey information.

Education: High school graduation or the equivalent GED.

Experience: Three (3) years general clerical experience.

Licenses, Certifications, and other requirements:

- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- Bilingual in a designated second language (Chinese or Spanish) is desirable, but not required.

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Moderate noise levels.
- Contact with parents, students, and staff.
- Fast-paced work environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Sit at a desk or table; perform repetitive motion related to keyboard entry or typing.

- Hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing students.
- Bend, stoop, kneel, and reach in all directions.
- Operate computers and other office equipment.
- Frequently lift and/or move objects up to 25 lbs. in weight.
- Occasionally required to stand and/or walk for extended periods of time.
- Stand on a ladder up to 4 feet off the ground.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.