



Classification Specification

OFFICE ASSISTANT II

Department:	Site or Department
Reports To:	Site or Department Administrator
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2017, 2020

General Description:

Perform a wide variety of moderately difficult clerical tasks, including skilled typing and word processing; record keeping in support of an assigned school office or department; perform basic accounting tasks, including fundamental mathematical calculations; answer phones and greet and assist students, parents, staff, and visitors.

Distinguishing Characteristics:

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 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 I classification is an entry level clerical position responsible for performing general clerical and receptionist duties.

Essential Duties and Responsibilities:

- Perform a variety of responsible clerical duties in support of an assigned school office or department including filing, typing, duplicating, and distributing materials related to Individual Educational Plans (IEP's), attendance, registration, and other school or office activities.
- Input attendance, IEP's, and a variety of other data 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 and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; verify and process forms and applications as needed.
- Type letters, lists, memorandums, bulletins, reports, requisitions, flyers, forms, or other materials from detailed or rough copy; compose routine correspondence; proofread completed assignments.
- Initiate and receive telephone calls; screen and route calls; take and relay messages; explain appropriate policies and procedures; provides information concerning school or departmental programs, schedules, and activities; maintain confidentiality of sensitive and privileged information.
- Greet students, staff, parents, and the public who come to the office to obtain information or materials; schedule meetings, appointments, and conferences as needed; maintain calendars; respond to inquiries and provide information related to attendance activities.
- Ensure that daily attendance is accurately taken and recorded; track and clear absences for completion of monthly attendance report, as well as for school attendance review team (SART), school attendance review board (SARB), and other reports.
- Register new students, enter information into the student information system, enroll students into classes, prepare cumulative folders, address parent concerns, work closely with district on permits, and maintaining proper class sizes.
- Prepare receipts for funds, reconciles revolving cash, and prepares reports; prepare and maintain bookkeeping accounts and preparation of bank deposit statements; may assist the district auditor as directed.
- May administer first aid to students and contact parents in the absence of the health office staff.
- 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 departmental practices and procedures related to the assignment.
- Computer programs used for word processing, data processing, and student information systems.
- Basic math.
- Databases, spreadsheets and generating queries.
- Telephone techniques and etiquette.
- 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 moderately difficult clerical and record-keeping duties in support of an assigned school office or program.
- Answer phones and greet the public courteously.
- Learn, interpret, apply, and explain applicable laws, codes, rules, and regulations.
- Maintain records and prepare reports.
- Maintain cooperative relationships with those contacted in the course of work.

- Accurately perform basic mathematical calculations for accounting purposes.
- Prepare accurate memos, letters and documents.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Operate a variety of office equipment, including a computer and assigned software.
- Type or input data accurately at an acceptable rate of speed.

Education: High school graduation or the equivalent GED.

Experience: Two (2) years general clerical experience.

Licenses, Certifications, and other requirements:

- Valid first aid certificate.
- 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 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.