



Classification Specification

OFFICE ASSISTANT I

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 general clerical and receptionist duties in support of an assigned school office or department; prepare and maintain records, documents, correspondence, and reports; greet and assist visitors of the office; communicate information to staff, students, parents, and the public; perform other clerical work as assigned.

Distinguishing Characteristics:

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

Essential Duties and Responsibilities:

- Perform a wide variety of routine clerical work in support of an assigned school office or department including typing, filing, duplicating, and distributing materials; coordinate flow of communications for assigned supervisor.
- Prepare and maintain logs, files, and records in compliance with administrative guidelines and legal requirements; maintain student cumulative files and records; review, research, and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.

- Assist with attendance, enrollment and transfer duties as assigned; verify student absences and tardies and update attendance information in an assigned system; follow up on student absences by contacting parents by phone or e-mail.
- Input data into an assigned computer system.
- Assist in preparing supply requisitions.
- Answer, screen, and direct telephone calls to appropriate personnel; respond to inquiries and take messages as appropriate.
- Receive, greet, and direct visitors; respond to inquiries and provide a variety of general information or refer to appropriate personnel.
- Prepare documents such as form letters and memos, calendars, bulletins, awards, or other materials to communicate information to students, staff or the public; provide general support to other school and department functions.
- Collect payments as assigned by the position; reconcile bank accounts; process free and reduced lunch applications; adhere to federal guidelines and deadlines; complete transactions and secure funds according to established procedures.
- Assist with processing of documents, forms, mailings, and other materials and disseminate information to appropriate personnel.
- Distribute materials, including checks, supplies, applications, and other materials as directed; ensure timely and proper delivery to designated personnel.
- Operate a variety of office equipment including a computer, and assigned software.
- Maintain inventory of office supplies and materials.
- 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 practices, procedures and equipment.
- Telephone techniques and etiquette.
- Basic record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic math.

Ability to:

- Perform a variety of general clerical duties in support of an assigned school office.
- Maintain cooperative relationships with those contacted in the course of work.
- Operate standard office equipment including assigned software applications.
- Answer telephones and greet the public courteously.
- Prepare correspondence, database spreadsheets, certificates, and other documents.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Apply district or site rules, methods, and practices.
- Type or input data accurately at an acceptable rate of speed.

- Understand and follow oral and written directions.
- Maintain confidentiality of sensitive or privileged information.
- Communicate effectively both orally in writing.

Education: High school graduation or the equivalent GED.

Experience: One (1) year general clerical experience.

Licenses, Certifications, and other requirements:

- Valid first aid certificate.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- Business courses or experience in general clerical work is preferred.
- 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:

- Sitting 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 required to lift and/or move objects up to 25 lbs. in weight.
- May occasionally be 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.