

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Office Assistant

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of responsible clerical support activities including typing, filing, telephoning and record keeping of school site programs and office operations.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. Performs a variety of clerical activities related to the function of assigned school site office and/or programs.
2. Types prescribed information on forms, cards, and records from clearly defined sources.
3. Prepares memos, correspondence, and/or reports from clear draft, handwritten copy, notes, or verbal direction.
4. Answers telephones, takes messages, and/or refers callers to appropriate sources/staff.
5. Receives visitors in school office, provides information, or directs to appropriate office/staff.
6. Contacts teachers/parents by telephone to verify absences and early dismissals to update emergency cards and to obtain other necessary information.
7. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index and cross-reference files.
8. Maintains and processes information related to assigned operational records by transferring data, calculating totals and subtotals, or compiling summaries.
9. Maintains computerized data files and records relating to student attendance, records entering/withdrawing students, records/updates emergency information and prepares reports.
10. Files student grades, schedules, health, and discipline information.
11. Processes forms, applications, and/or other paperwork for school office and programs.
12. Performs basic First Aid for ill/injured students and administers medication in accordance with established District policies, guidelines, and District training.
13. May be assigned to maintain/monitor pupil funds.
14. Prepares ditto masters, and performs graphic work as needed.
15. Operates variety of standard office equipment.
16. May assign and review the work of student assistants.
17. Supervises students waiting in school office.
18. Orders materials, supplies, and equipment; maintains records of purchase orders, invoices, expenses; inventories and logs upon arrival.
19. Monitors and responses to District communication system.
20. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office methods, procedures, and practices;
- Computer terminology;
- Proper English usage, grammar, punctuation, and spelling.

Ability to:

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- Learn the operations, procedures, policies, and requirements of assigned site program and operation;
- Word process accurately at a rate required for successful job performance;
- Operate standard office equipment/machines such as calculator, copy machine, computer effectively and efficiently;
- Perform routine arithmetical calculations;
- meet and maintain physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Communicate effectively in oral and written form;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- TB test clearance.
- Criminal Justice Fingerprint clearance.
- Possession of a valid First Aid Certificate or completion of District sponsored First Aid training.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in-person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to write, use telephone and standard office equipment;
- Ability to sit and stand for extended periods of time.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.