

UNION SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of general clerical duties in support of an assigned school office administrative assistant; answer phones and greet and assist students, parents, staff and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.

Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested.

Prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.

Assist with attendance related activities; verify excused and unexcused absences and tardies as assigned; process and verify student information from parents, guardians, teachers and others; receive, log in and verify absence notes or calls; distribute, collect and process attendance sheets; provide assistance during registration activities as requested.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed; receive and respond to e-mail or forward to appropriate personnel.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Assist with the activities of the health office as needed.

Attend mandatory trainings as required by your position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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; and
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned school office or program;
Answer telephones and greet the public courteously;
Learn school objectives, policies, procedures and goals;
Type or input data at an acceptable rate of speed;
Operate a variety of office equipment including a computer and assigned software;
Understand and follow oral and written directions;
Establish and maintain cooperative and effective working relationships with others;
Communicate effectively both orally and in writing;
Complete work with many interruptions;
Receive, sort and distribute mail;
Maintain confidentiality;
Model appropriate behavior around and interact appropriately with children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High School Diploma or its equivalent; and one year general clerical experience and/or administrative training.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines;
Ability to conduct verbal conversation in English and possibly a designated second language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Climb slopes, stairs, steps, ramps and ladders;
Lift up to 20 pounds, carry up to 20 pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

LICENSE AND/OR CERTIFICATES:

A valid Class C California Driver's License and evidence of appropriate insurance may be required.
A valid First Aid and CPR Certificate may be required and training would be provided.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.
Exposure to illness and contagious conditions (i.e., lice, chicken pox, flu)

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.