

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Middle School Enrollment and Office Assistant

BASIC FUNCTION:

Under general supervision of the assigned site administrator, to perform a wide variety of clerical functions of average to above average difficulty, including typing and other general office duties; and to do other work as required.

ESSENTIAL DUTIES:

- Perform a variety of clerical tasks, including typing, proofreading, filing, and the recording of data.
- Compile information and prepares reports and summaries.
- Answer the telephone and provides caller with routine information and data.
- Assist the public and office visitors by answering routine inquiries, by providing them with information and data, and by directing them to appropriate offices.
- Maintain a variety of alphabetical, numerical, and subject matter files and records.
- Type from rough drafts and notes, and prepares final copy of material which may involve the utilization of transcription equipment;
- Performs enrollment functions for new students.
- Performs and maintains bookkeeping functions for Associated Student Body (ASB).
- Perform a variety of data entry functions using a computer .
- May compose routine letters and memoranda independently.
- Receives, sorts, and distributes mail.
- May receive and distribute books and other instructional materials or equipment;
- Assist in the preparation and maintenance of student permanent records, including the recording of grades, test scores, attendance information, and a variety of confidential information.
- Assist in the processing of student transcripts and records for distribution.
- May receive money and prepare receipts for bank deposits.
- Maintain simple financial or statistical records.
- May contact parents regarding pupil absences.

OTHER REPRESENTATIVE DUTIES:

- May assist with ordering and distributing supplies.
- Assist with maintaining office equipment in proper working condition and arranging for repairs or supplies as needed.
- Engage in cross training on district functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern office methods, procedures, and techniques.
- English usage, spelling, grammar, punctuation, and arithmetical concepts.
- Standard office machines and equipment.
- Record storage, retrieval, and management systems.

Ability to:

- Perform general clerical work of average difficulty with speed and accuracy.
- Make simple arithmetical calculations with speed and accuracy.
- Communicate effectively in oral and written form.

- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

One year of experience performing varied general office of clerical functions.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by coursework in typing, record management, and general office practices.

LICENSES AND OTHER REQUIREMENTS

Possess and maintain a valid California Driver's License (Class "C" minimum) and validation of insured.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 20 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.

- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

SPECIAL REQUIREMENTS

Applicants must successfully pass the skill test administered by the District; and, speak, read, and write in English.