

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Office Assistant III**

**BASIC FUNCTION:**

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

**ESSENTIAL DUTIES:**

- Perform a variety of clerical and technical administrative tasks and serve as liaison with other district staff and the public.
- Coordinate the submission and follow up of Board Agenda-related items for the assigned department.
- Coordinate and schedule appointments, meetings, room assignments, and travel arrangements for the assigned department.
- Contact vendors, parents and staff members to convey requests, follow up on various items, and ensure proper coordination to enable deadlines to be met.
- Receives, tags and catalogs inventory of department-related equipment.
- 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.
- Perform a variety of data entry functions using a computer.
- Receives, sorts, and distributes mail.
- Maintain simple financial or statistical records.

**OTHER REPRESENTATIVE DUTIES:**

- May provide clerical support for Board Agenda preparation and related tasks.
- May assist with monitoring of room reservations, posting notices and set up as assigned.
- May compose routine letters and memoranda.
- May receive and distribute books and other instructional materials or equipment.
- May receive money and prepare receipts for bank deposits.
- 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;
- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts;
- Modern office methods, practices and procedures, including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading and office equipment operation;
- Use of the internet, file transfers, downloading and uploading data from websites;
- Record storage, retrieval, and management systems;
- School district organization, functions, policies, rules and regulations.

**Ability to:**

- Perform general clerical work of above-average difficulty with speed and accuracy;
- Explain and apply district policies;

- Address the public tactfully and courteously; answer questions in person and over the telephone;
- Use a computer to perform complex clerical and technical tasks;
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- 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:**

Three or more years of experience performing varied general and technical 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.