

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Office Assistant II

BASIC FUNCTION:

Under general supervision of a district administrator, to perform a wide variety of clerical functions of 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.
- Schedule appointments, meetings, catering, and room assignments as directed.
- Completes duplication tasks as assigned.
- 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 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;
- Record storage, retrieval, and management systems.
- School district organization, functions, policies, rules and regulations.

Ability to:

- Perform general clerical work of 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:

Two years 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.