

## **LOMPOC UNIFIED SCHOOL DISTRICT**

### **ADMINISTRATIVE ASSISTANT I**

---

#### **PURPOSE STATEMENT:**

Under the direction of an assigned supervisor, perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail; coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

#### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant I classification provides secondary support to higher-level administrators. Incumbents relieve the administrator of administrative and clerical detail. The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide primary secretarial support to a manager or coordinator of a large program or director of a small department. The Administrative Assistant III classification provides primary and complex secretarial support to an assigned Director. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department or programs.

#### **ESSENTIAL FUNCTIONS:**

Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail; assist in assuring smooth and efficient office operations; coordinate flow of communications and information for the administrator.

Serve as secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; receive and respond to office e-mails; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and provide information and assistance related to office or program operations, activities, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures, certificates and other materials.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; record minutes, transcribe and distribute notes and minutes as assigned by the position.

Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required.

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

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

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; process purchase orders and invoices as assigned.

**OTHER FUNCTIONS:**

Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Policies and objectives of assigned programs and activities.  
General terminology, practices and procedures of assigned office.  
Record-keeping and filing techniques.  
Business letter and report writing, editing and proofreading.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Principles and practices of data processing.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Methods of collecting and organizing data and information.  
Mathematic calculations.

**ABILITY TO:**

Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail.  
Coordinate flow of communications and information for the administrator.  
Assist in assuring smooth and efficient office operations.  
Compose correspondence and written materials independently or from oral instructions.  
Perform a variety of clerical accounting duties in support of assigned department or program.  
Type or input data at an acceptable rate of speed.  
Answer telephones and greet the public courteously.  
Complete work with many interruptions.  
Compile and verify data and prepare reports.  
Maintain a variety of records, logs and files.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**

## LOMPOC UNIFIED SCHOOL DISTRICT

### ADMINISTRATIVE ASSISTANT II

---

#### **PURPOSE STATEMENT:**

Under the direction of an assigned Manager or Coordinator, perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

#### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide primary secretarial support to a manager or coordinator of a large program or director of a small department. The Administrative Assistant III classification provides primary and complex secretarial support to an assigned Director. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department or programs. The Administrative Assistant I classification provides secondary support to higher-level administrators. Incumbents relieve the administrator of administrative and clerical detail.

#### **ESSENTIAL FUNCTIONS:**

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations.

Serve as primary secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; receive and respond to office e-mails; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or organizational operations and related laws, rules, regulations, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures, contracts and other materials; format materials to meet program and office needs.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Coordinate, schedule and attend a variety of meetings, workshops, activities and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; record minutes, transcribe and distribute notes and minutes as assigned by the position.

Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; assist in assuring expenditures do not exceed established budget limitations as assigned; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required.

Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.

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

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

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

**OTHER FUNCTIONS:**

Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

Department or program organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Terminology, practices and procedures of assigned office.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Methods, procedures and terminology used in clerical accounting work.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Mathematic calculations.

**ABILITY TO:**

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.

Assure smooth and efficient office operations.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Compose correspondence and written materials independently or from oral instructions.

Perform a variety of clerical accounting duties in support of assigned department or program.

Type or input data at an acceptable rate of speed.

Answer telephones and greet the public courteously.

Complete work with many interruptions.

Compile and verify data and prepare reports.

Maintain a variety of records, logs and files.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years of clerical or secretarial experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**

## **LOMPOC UNIFIED SCHOOL DISTRICT**

### **ADMINISTRATIVE ASSISTANT III**

---

#### **PURPOSE STATEMENT:**

Under the direction of a Director, perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

#### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant III classification provides primary and complex secretarial support to an assigned Director. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department or programs. The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide primary secretarial support to a manager or coordinator of a large program or director of a small department. The Administrative Assistant I classification provides secondary support to higher-level administrators. Incumbents relieve the administrator of administrative and clerical detail.

#### **ESSENTIAL FUNCTIONS:**

Perform a variety of complex secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations; assure related functions comply with established laws, rules, regulations, policies and procedures.

Serve as primary secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; receive and respond to office e-mails; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or operations and related laws, rules, regulations, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures, contracts and other materials; format materials to meet program and office needs.

Research, compile and verify a variety of data and information; compute statistical information for various federal, State and local reports as necessary; identify and resolve a variety of financial and statistical discrepancies; assure mandated reports are completed and submitted to appropriate agency according to established time lines.

Distribute, collect, process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; process employee timesheets.

Coordinate, schedule and attend a variety of meetings, workshops and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed.

Perform a variety of clerical accounting duties as assigned; monitor funds for income and expenditures; assure expenditures do not exceed established budget limitations; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets; assist with budget development and preparation; maintain financial and statistical records and files.

Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.

Communicate with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.

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

Receive, open, sort, screen and distribute incoming mail; compose replies independently or from oral direction; prepare and distribute informational packets and bulk mailings.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; process reimbursement claims; reserve facilities and equipment for meetings and other events as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

**OTHER FUNCTIONS:**

Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

District operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Methods, procedures and terminology used in clerical accounting work.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Record retrieval and storage systems.

Public relations techniques.

Mathematic calculations.

**ABILITY TO:**

Perform a variety of complex secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail.

Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.

Assure smooth and efficient office operations.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Compose effective correspondence independently.

Perform a variety of clerical accounting duties in support of assigned department or program.

Type or input data at an acceptable rate of speed.

Answer telephones and greet the public courteously.

Complete work with many interruptions.

Maintain a variety of records, logs and files.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.



Work independently with little direction.  
Communicate effectively both orally and in writing.  
Determine appropriate action within clearly defined guidelines.  
Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and four years increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**

## LOMPOC UNIFIED SCHOOL DISTRICT

### ADMINISTRATIVE ASSISTANT IV

---

#### **PURPOSE STATEMENT:**

Under the direction of an Assistant Superintendent, perform highly responsible secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

#### **ESSENTIAL FUNCTIONS:**

Perform highly responsible duties as the primary secretary to the Assistant Superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; receive and respond to office e-mails; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Assistant Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public.

Compose correspondence independently on a variety of matters; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

Coordinate and schedule various appointments, workshops, professional development activities and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Assistant Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Assistant Superintendent.

Serve as liaison coordinating fiscal, personnel, technological, operational and curricular matters between departments and offices; communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns; provide information and updates via e-mail, District website and press releases; obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and District functions and programs are required; verify information for staff and outside agencies as requested.

Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel.

Research and compile a variety of information and data from various sources; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.

Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties; establish and maintain filing systems.

Perform special projects and prepare various forms and reports on behalf of the Assistant Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Assistant Superintendent's area of responsibility and assigned programs.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

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

Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.

Train and provide work direction and guidance to assigned personnel as directed; organize assignments, monitor progress and assure proper completion of assignments; conduct orientations for new personnel.

**OTHER FUNCTIONS:**

Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

Functions and secretarial operations of an administrative office.  
District operations, policies and objectives.  
Applicable laws, codes, regulations, policies and procedures.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Budgeting practices regarding monitoring and control.  
Methods of collecting and organizing data and information.  
Business letter and report writing, editing and proofreading.  
Basic public relations techniques.  
Operation of a computer and assigned software.

**ABILITY TO:**

Perform highly responsible secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.  
Train and provide work direction to assigned personnel.  
Organize complex material and summarize discussions and actions taken in report form.  
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.  
Compose effective correspondence independently.  
Maintain a variety of complex files and records.  
Assure efficient and timely completion of office and program projects and activities.  
Understand and resolve issues, complaints or problems.  
Type or input data at an acceptable rate of speed.  
Take and transcribe dictation at an acceptable rate of speed.  
Operate a variety of office equipment including a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Meet schedules and time lines.  
Prioritize and schedule work.  
Work independently with little direction.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Bending the waist, kneeling or crouching to file materials.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**

## **LOMPOC UNIFIED SCHOOL DISTRICT**

### **CAREER CENTER TECHNICIAN**

---

#### **PURPOSE STATEMENT:**

Under the direction of the Assistant Principal, provide students with information on career and/or post high school educational opportunities; administer and interpret career assessment tools; plan and coordinate on-site presentations by college and/or career representatives.

#### **ESSENTIAL FUNCTIONS:**

Assist students with securing financial aid for post graduation academic and/or vocation opportunities; provide information regarding financial aid, college materials, applications, on line registration, scholarships and other relevant information.

Provide support and organize a variety of meetings for assigned academics; recruit mentors; notify mentors and students; research and determine appropriate mentoring topics; make arrangements for food and complete facility use forms; process related purchase orders or checks according to established procedures; make arrangements for field trips, permission slips and speakers as appropriate; prepare academy accountability reports.

Conduct student workshops and/or presentations to provide students with information regarding occupational programs, Career Center's services such as Career Technical Education (CTE) and Regional Occupational Programs (ROP), or other post high school opportunities; organize workshops to educate high school seniors on basic decision-making skills; conduct mock interviews and provide feedback to students.

Coordinate a variety of events and activities including on-campus site visits by college and university recruiters, career days, college fairs and field trips to community colleges or businesses to enhance students' access to educational and career opportunities.

Maintain Career Center information and materials including brochures, reference letters, scholarship applications, computers, inventory of college catalogues, and web site locations; assure availability of materials for internal use and distribution.

Participate in a variety of meetings, workshops and committees to communicate and gather information, and maintain current knowledge of program guidelines.

Perform a variety of clerical activities to support students and staff including copying, filing, collating, answering phones, and other support activities as requested.

Prepare a variety of documents, reports and written materials such as individual awards, invitations, event programs, bulletins, reports and others as assigned; communicate information to parents, staff and/or students.

Research educational and/or career opportunities to provide students with information on educational and/or career opportunities; solicit information and/or materials from colleges and other to enhance the Career Center reference collection and provide additional resources for students and parents.

Schedule career and/or career and technical education assessments of students' interests and abilities; evaluate career options and develop four year plans.

Operate standard office equipment including a copier, fax machine, computer and assigned software.

Monitor student activities in the Career Center to assure a safe and positive working environment.

#### **OTHER FUNCTIONS:**

Perform related duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **KNOWLEDGE OF:**

Career center resources and informational materials.

Federal and State laws, rules and regulations pertaining to the employment of minors.  
College admissions requirements and application process.  
Financial aid application processes and requirements.  
Scholarship application process and resources.  
Modern office practices, procedures and equipment.  
Oral and written communication skills.  
Interpersonal skills including tact, patience and courtesy.  
Record-keeping techniques.  
Telephone techniques and etiquette.

**ABILITY TO:**

Perform a variety of activities in support of career center operations and services at an assigned high school site.  
Provide assistance and guidance to students in career planning, colleges, testing, financial aid and vocational work experience activities.  
Research, evaluate and select career planning information.  
Schedule and arrange for visits and presentations by college and career representatives.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain career center informational materials.  
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**

## **LOMPOC UNIFIED SCHOOL DISTRICT**

### **OFFICE ASSISTANT**

---

#### **PURPOSE STATEMENT:**

Under the direction of an assigned Principal, Assistant Principal, or other administrator, perform a variety of general clerical duties in support of an assigned school office; answer phones and greet and assist visitors of the office; communicate information to staff and the public; maintain accurate records as assigned.

#### **ESSENTIAL FUNCTIONS:**

Perform a variety of general clerical duties in support of an assigned school or district office including typing, filing, duplicating and distributing materials; coordinate flow of communications for assigned supervisor.

Answer, screen and direct telephone calls to appropriate personnel; respond to inquiries and take messages as appropriate.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information or refer to appropriate personnel.

Prepare and maintain logs, files and records in compliance with administrative guidelines and legal requirements; maintain student cumulative files and records; review, research and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.

Assist with attendance and enrollment duties as assigned; verify student absences and tardies and update attendance information in an assigned system; follow up on student absences by contacting parents by phone or e-mail; prepare weekly and monthly attendance reports; prepare and mail truancy letters; maintain homework request agreements and Independent Study contracts; attend School Attendance Review Board (SARB) meetings as directed.

Maintain textbook inventory as assigned; provide textbooks to students according to established procedures; communicate with appropriate District personnel regarding textbook and consumable orders; maintain student debt list and provide related information to students, parents and school personnel as assigned.

Prepare documents such as form letters and memos, calendars, bulletins, awards or other materials to communicate information to students, staff or the public.

Assist health office staff as needed; administer basic first aid and assist with providing prescribed medication to students as needed.

Collect payments as assigned by the position; complete transactions and secure funds according to established procedures.

Assist with processing of documents, forms, mailings and other materials and disseminate information to appropriate personnel.

Distribute materials including checks, supplies, applications and other materials as directed; assure timely and proper delivery to designated personnel.

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

Maintain inventory of office supplies and materials.

Receive, sort and distribute mail; respond to e-mail as directed.

#### **OTHER FUNCTIONS:**

Attend department and in-service meetings as assigned.

Perform related duties as assigned.

#### **SKILLS, 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.  
Basic math.

**ABILITY TO:**

Perform a variety of general clerical duties in support of an assigned school office.  
Operate standard office equipment including assigned software applications.  
Establish and maintain cooperative and effective working relationships with others.  
Answer telephones and greet the public courteously.  
Learn school objectives, policies, procedures and goals.  
Type or input data at an acceptable rate of speed.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Complete work with many interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of general clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification may require possession of a valid California Class C driver's license and a driving record acceptable to the District for insurance purposes.  
Some positions in this classification may require the ability to speak, read and write in a designated second language.  
Some positions in this classification may require possession of a valid First Aid and CPR certification issued by an authorized agency within six months of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling and/or crouching to file or retrieve materials.  
Seeing to read a variety of materials.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**



## **LOMPOC UNIFIED SCHOOL DISTRICT**

### **REGISTRAR**

---

#### **PURPOSE STATEMENT:**

Under the direction of the Principal, enroll and withdraw students according to established procedures; prepare, maintain, modify and evaluate manual and automated scholastic records; monitor and assess student records to identify graduation deficiencies and eligibilities; provide information to authorized parties in compliance with established policies.

#### **ESSENTIAL FUNCTIONS:**

Perform enrollment and withdrawal activities; verify fees owed, notary, immunizations, guardianship, documents of citizenship, and related information; request cumulative, health, special education and discipline folders, test results and other pertinent records for incoming students from previous school; duplicate and distribute received records to appropriate school personnel; prepare new student folders as appropriate.

Evaluate transcripts to ensure students received proper credit in various subjects to meet graduation requirements; evaluate transcripts of incoming students; evaluate and interpret transcripts of incoming out-of-District students or foster-care students; transfer grades and semester credit hours and other student information into the student information system.

Inform appropriate personnel and parents regarding student course deficiencies related to grades, debts, and credits; assist in addressing student course requirements clarify student's graduation standing.; research discrepancies in student record to verify graduation status and assure accuracy of information; communicate with students and parents to determine placement levels and graduation requirements.

Prepare, maintain and process a variety of documents, files, and records including grades, transcripts, student information, test results, Special Education reports, form letters, memos, calendars, class schedules, report cards and others related to assigned activities in accordance with established administrative guidelines and legal requirements; maintain active and inactive student records.

Verify and input data regarding current and new students including grades, credits, test scores, grade level, GPA's, demographics, guardian status and other student information into an assigned computer system; maintain automated student records; generate a variety of computerized lists and reports related to student information utilizing spreadsheets or appropriate databases.

Process a variety of documents and materials such as transcripts and job verifications to provide required information in response to requests from students, other districts, colleges/universities and/or employment agencies.

Respond to inquiries from students, parents, staff, schools, law enforcement, and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data according to established policies and procedures.

Provide support to health office, counselors and administrators as needed.

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

#### **OTHER FUNCTIONS:**

Attend department, in-service meetings, staff development, workshops and/or seminars as assigned; attend and participate in school events as requested.

Perform related duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **KNOWLEDGE OF:**

Transcript evaluation, maintenance and processing methods, procedures and guidelines.

State and District requirements for graduation.

Modern office practices, procedures and equipment.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping, report preparation and filing techniques.

Telephone techniques and etiquette.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Methods of collecting and organizing data and information.  
Basic math.

**ABILITY TO:**

Prepare, maintain, modify and evaluate manual and automated scholastic records.  
Monitor and assess student records to identify graduation deficiencies and eligibilities.  
Obtain and respond to requests for student records and information.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Determine appropriate action within clearly defined guidelines.  
Answer telephones and greet the public courteously.  
Type or input data at an acceptable rate of speed.  
Work independently with little direction.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Compile, assemble, verify and prepare data for records and reports.  
Complete work with many interruptions.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical or secretarial experience including some experience maintaining student records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**

## **LOMPOC UNIFIED SCHOOL DISTRICT**

### **SENIOR OFFICE ASSISTANT**

---

#### **PURPOSE STATEMENT:**

Under the direction of an assigned supervisor, provide complex clerical support to an assigned school or District office site supervisor; communicate information to staff and the public; provide complete and accurate records related to assigned activities; perform related duties as requested by assigned supervisor.

#### **ESSENTIAL FUNCTIONS:**

Answer telephone calls to assist with screening calls, transferring calls, responding to inquiries and taking messages as appropriate.

Assist with processing documents, forms, mailings and materials related to assigned activities including attendance and enrollments in order to disseminate information to appropriate parties.

Collect payments for a variety of events including fines, fees and payments for fund raisers for the in order to complete transactions and secure funds according to established procedures.

Distribute materials including mail, checks, supplies, messages and testing materials and assure delivery to appropriate parties.

Maintain inventory of supplies and materials related to assigned activities including forms, office supplies and textbooks and assure availability of assigned items.

Maintain manual and electronic documents and files related to assigned activities including health logs and records, student registrations, scheduling and withdrawals, letters, forms, reports, purchase orders, cumulative files, test results and Federal Survey cards; provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.

Maintain student attendance records and assure accurate tracking and documentation of student attendance.

Obtain attendance records for student entry and exit from campus during school hours including late arrivals, sports events and field trips and assure accurate reporting of excused absences and truanancies.

Prepare standardized documents including form letters and memos, calendars, bulletins, purchase orders, field trips, attendance reports and work orders and communicate information to other parties.

Process Independent Studies paperwork according to established procedures; track paperwork and check for signatures; assure proper completion of the documents before submitting for approval.

#### **OTHER FUNCTIONS:**

Attend department and in-service meetings related to assigned activities as required.

Perform related duties as assigned.

#### **KNOWLEDGE, SKILLS 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.

Basic math.

##### **ABILITY TO:**

Perform a variety of general clerical duties in support of an assigned office, department or program.

Operate standard office equipment including assigned software applications.  
Establish and maintain cooperative and effective working relationships with others.  
Answer telephones and greet the public courteously.  
Learn department or program objectives, policies, procedures and goals.  
Type or input data at an acceptable rate of speed.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Complete work with many interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification may require possession of a valid First Aid and CPR certification issued by an authorized agency within six months of employment.

Some positions in this classification may require bilingual proficiency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling and crouching to file or retrieve materials.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**

## LOMPOC UNIFIED SCHOOL DISTRICT

### STAFF SECRETARY

---

#### **PURPOSE STATEMENT:**

Under the direction of an assigned supervisor, provide secretarial and clerical support to an assigned supervisor; monitor assigned activities; provide information to students, staff and the public; perform related duties as requested by assigned supervisor.

#### **ESSENTIAL FUNCTIONS:**

Assist students and parents in health office including assistance with injuries, illnesses and administration of medication according to established procedures and provide support to the Health Assistant/Nurse when unavailable.

Compile data from a variety of sources including student information systems, work orders, budget reports, specialized reports, personnel records and grant information in order to comply with financial, legal and administrative requirements.

Coordinate office communications including initiating and answering telephone calls, screening and routing calls, taking and relaying messages and conveying information to appropriate parties.

Coordinate a variety of projects, functions and program components including meetings, in-service events, appointments and related transitional student duties.

Enroll new students, set up schedules and provide campus tours to assist with orienting new students.

Maintain manual and electronic documents, files and records related to assigned activities including letters, minutes of meetings, facility use, time sheets, work orders and expense reimbursements; provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.

Monitor a variety of activities on behalf of assigned Administrator as assigned including account balances and work order status to assist with achieving established goals and meeting target dates.

Order supplies and materials for and assure availability of assigned supplies as required.

Participate in a variety of meetings, workshops, and trainings related to assigned activities; provide or receive related information, record minutes and support the needs of the attendees.

Prepare a variety of documents including correspondence, agendas, minutes, event programs, bulletins, reports and letters; communicate information and create documentation in compliance with established guidelines.

Present information on administrative procedures including department and program policies and submission procedures in order to orient new personnel and disseminate information to existing personnel.

Process documents and materials including time sheets, work orders, requisitions, travel reimbursements, budget transfers and incoming mail and disseminate related information in compliance with administrative guidelines and regulatory requirements.

Reconcile account balances for assigned budget categories and maintain accurate account balances.

Research a variety of topics as assigned including current practices, policies and education codes to assist with providing information, recommendations and address a variety of administrative requirements.

Respond to various inquiries from internal and external parties including staff, parents, students and public agencies and provide timely information and direction and facilitate communication among parties.

Secure substitute personnel and assure adequate classroom coverage when not filled by centralized sub services.

Provides support to assigned administrative personnel and provide assistance with related functions and responsibilities.

**OTHER FUNCTIONS:**

Provide lunch coverage to Heath Assistant/Nurse as assigned.

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

District operations, policies and objectives.  
Applicable laws, codes, regulations, policies and procedures.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic budgeting practices.  
Methods of collecting and organizing data and information.  
Business letter and report writing, editing and proofreading.  
Basic public relations techniques.  
Operation of a computer and assigned software.  
Basic first aid and CPR.

**ABILITY TO:**

Perform clerical and secretarial support to an assigned supervisor.  
Compose correspondence and written materials independently or from oral instructions.  
Perform a variety of clerical accounting duties in support of assigned department or program.  
Type or input data at an acceptable rate of speed.  
Answer telephones and greet the public courteously.  
Complete work with many interruptions.  
Compile and verify data and prepare reports.  
Maintain a variety of records, logs and files.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Administer basic first aid and CPR.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of responsible clerical or secretarial experience.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents must obtain a valid First Aid and CPR Certification issued by an authorized agency within a designated probationary period.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting, standing and walking for extended periods of time.

Bending the waist, kneeling or crouching to file and retrieve materials.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**