

# OFFICE ASSISTANT III



## **Purpose:**

The Office Assistant III helps ensure the efficiency and organization of school departments by performing a wide range of complex clerical duties to support office operations.

**Reports to:** Administrator or Supervisor

## **Nature & Scope:**

The Office Assistant III performs independent work of a regular and recurring nature under general supervision. The nature of the work requires adherence to policies, procedures and regulations. The incumbent interfaces regularly with school and District administrative staff, teachers, non-licensed school staff, colleagues, and the general public. The work requires routine handling of sensitive materials and a commitment to maintain the highest levels of confidentiality. The work requires a high level of professional decorum, calmness and the ability to independently address problems of a varied nature. The incumbent does not have supervisory responsibilities, but does provide guidance and direction to other office staff as well as other District employees.

## **Essential Job Functions:**

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Prepares, maintains and disseminates regularly recurring standard form letters reports and records and maintains follow-up systems on reports that require further action.
3. Establishes and updates manual and computerized record-keeping systems, performing periodic audits as needed.
4. Orders and prepares school or departmental materials and supplies, including processing purchase orders and ensuring proper approvals, coding and records.
5. Performs various accounting duties, including tracking department budget, monitoring billing and expenditures, balancing accounts, processing expense reimbursements, and collecting various building or departmental funds, ensuring proper recording, balancing and posting of deposits.
6. Administers petty cash funds, including distribution and replenishment.
7. Responds to request for District information by searching files and records for readily identifiable information.
8. Provides secretarial support to boards and committees, including preparing agendas and supporting materials, taking and transcribing minutes, preparing final minutes and reports, conducting follow-up assignments.

9. Creates and distributes various types of printed documents from both written and oral instructions. These may include forms, reports, correspondence, flyers, lists, schedules and memoranda.
10. Serves as key contact person and liaison between the department and other District departments, staff and the general public; coordinates the dissemination of department information as appropriate.
11. Maintains, inputs, and updates various types of files, logs and records, both digitally and manually; responds to requests for information from such records as directed; performs statistical calculations and tabulations in accordance with established formulas and equations.
12. Prepares the department payroll and maintains related personnel records.
13. Schedules appointments for assigned staff, including reserving conference rooms and vehicles, making travel arrangements, and organizing itineraries.
14. Assists in organizing meetings and workshops, including reserving meeting sites, arranging for refreshments, preparing agendas, issuing required notifications and maintaining pertinent records.
15. Remains proficient in the District's student information system, including attending training courses as necessary.
16. Greets visitors, including responding to requests for information and assistance and referring visitors to appropriate departments or individuals when necessary.
17. Supports the management of school or department webpages.
18. Operates a variety of standard office equipment, including a computer, copier, fax machine and calculator.
19. Provides assistance to other office staff as needed.
20. Receives, sorts and distributes incoming mail.
21. Receives and routes incoming phone calls.
22. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
23. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

### **Required Qualifications:**

1. Must possess a High School diploma or GED.
2. Must possess two years of office or secretarial experience.
3. Must possess excellent oral and written communication skills.

### **Working Conditions:**

The Office Assistant III works primarily indoors in an office environment. The work environment is often controlled and quiet, but will also frequently include moderate to loud

noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases as well as distraught or difficult individuals. The work requires regular focus on a computer screen and precise control of fingers and hand movements. The incumbent must be able to sit, stand, and walk for long periods of time. Bending, stooping, kneeling and lifting up to 20 pounds and may also be required on occasion. Occasional attendance at meetings or other activities outside of normal working hours may be required.

**Work Year:** 11 month, 12 month

**Bargaining Unit:** OSEA

**FLSA Status:** Non-Exempt

**Date Approved:** February 14, 2019

**Date Revised:** January 14, 2019

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.