

OFFICE ASSISTANT IV



Purpose:

The Office Assistant IV helps ensure the efficiency and organization of office operations by performing a wide range of complex senior-level clerical and administrative duties.

Reports to: Administrator or Supervisor

Nature & Scope:

The Office Assistant IV 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, students 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 while acting as a role model to young people. 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. Coordinates office operations for administrator, departmental director or manager, including ensuring efficiency of office activities and the timely completion of office tasks.
3. Creates and distributes various types of printed documents from both written and oral instructions. These may include forms, reports, correspondence, newsletters, flyers, lists, schedules and memoranda.
4. Coordinates the administrative aspects of various school, interdepartmental, interagency, or public matters.
5. Coordinates the dissemination of school or departmental information as appropriate. Updates school or departmental website and edits the content therein.
6. Serves as primary liaison to other District departments and schools, including principals, secretaries, school staff and the general public. Serves as a key contact person during emergency situations.
7. Provides support to boards and committees, including preparing agendas and supporting materials, taking and transcribing minutes, preparing final minutes and reports and conducting follow-up assignments.
8. Establishes and updates manual and computerized record-keeping systems, performing periodic audits as needed.

9. Processes forms and notices for various school or departmental activities, including Human Resource actions, applicant records, student and staff accident and injury reports, and student enrollment; maintains all related records and reports.
10. Coordinates the organization of classified and licensed substitutes.
11. If working in a school, serves as the designated medication and First Aid provider and assists with student health room needs.
12. Prepares, maintains and disseminates regularly recurring reports and records, including compiling and verifying data from various sources and performing basic mathematical calculations and tabulations in accordance with established procedures.
13. Prepares school or department payroll and maintains related personnel records.
14. Orders and prepares school or departmental materials and supplies, including processing purchase orders and ensuring proper approvals, receipt of products, coding and records.
15. Performs various accounting duties, including tracking the school or 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.
16. Schedules appointments for assigned staff, including maintaining calendars, reserving conference rooms, making travel arrangements, tracking mileage reports, and organizing itineraries.
17. Receives and routes incoming phone calls.
18. Greets visitors, including responding to requests for information and assistance and referring visitors to appropriate departments or individuals when necessary.
19. Receives, sorts and distributes incoming mail.
20. Coordinates requests for use of facilities in cooperation with relevant school and District departments and outside vendors.
21. Operates a variety of standard office equipment, including a computer, copier, fax machine and calculator.
22. Provides assistance to other office staff, volunteers, and/or student assistants as needed.
23. 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.
24. 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 an Associate's Degree.
2. Must possess three years of office or secretarial experience.

3. In lieu of both #1 and #2, must possess five years of office or secretarial experience.
4. Must possess or be able to obtain and maintain a valid First Aid and CPR card.
5. Must possess excellent oral and written communication skills.

Working Conditions:

The Office Assistant IV 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 sick, injured or agitated students, and 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 23, 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, veteran status, genetic information or disability in any educational programs, activities or employment.