

	District Office Assistant	<p style="text-align: center;">Classified Position</p> <p>Initial Date: August 6, 2017 Board Approval: April 24, 2012 (as School Office Assistant) Revision Date: Personnel Commission: August 16, 2017 Range: 41 Reports to Department Administrator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Performs a variety of general clerical duties in support of district operations and activities within a framework of standard policies and procedures. Assists in data processing functions in assigned district department. This job classification requires a high degree of positive contact with staff and the general public.

REPRESENTATIVE DUTIES:

- Processes, verifies, reports and maintains records
- Acts as information source regarding office/program policies, procedures, standards and requirements; provides a variety of information and assistance in answering phone calls and greeting visitors
- Prepares, prints, and distributes various forms/certificates; process letters, lists, memoranda, bulletins, flyers, labels, notices, and routine correspondence.
- Compiles information and maintains filing systems; prepares routine reports as assigned
- Establishes and maintains a variety of manual and computerized records and files; develops and prepares worksheets and record keeping systems as assigned
- May order, receive, inventory, and issue supplies
- May file and/or inventory records
- May perform a variety of general clerical duties such as filing, copying, screening calls, and scheduling appointments
- May receive, process, distribute and retrieve testing materials and documents
- Perform other office related duties as assigned

KNOWLEDGE AND ABILITIES:

- Ability to effectively communicate in both oral and written form and knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of modern office practices, procedures and equipment and ability to operate standard office equipment
- Knowledge of computerized and/or manual record keeping methods, techniques, or systems including spreadsheet and word processing systems as well as maintaining computerized systems
- Knowledge of basic financial record keeping practices and method
- Ability to perform general clerical work with speed and accuracy
- Skill in learning, interpreting, and applying procedures, standards, and requirements of assigned program/office
- Skill in accurately performing basic mathematical calculations
- Ability to plan and organize assigned tasks so as to meet established timelines
- Ability to understand and follow both oral and written instruction in an independent manner
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

- Ability to process sensitive information and maintain a high degree of confidentiality

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- One year of secretarial/clerical experience is desired
- Bilingual ability desirable

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Primarily indoor working environment; office

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.