

Oak Grove School District

**JOB TITLE: PROGRAM ASSISTANT**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform a wide variety of clerical, typing, record keeping, student services, and routine administrative functions in the operation of specialized program(s) and/or administrative units. Employees in this classification receive general to limited supervision from a departmental administrator or his/her designate and within a framework of standard policies and procedures. This job class assists in the processing and maintenance of assigned programs and operations. This job class requires the successful coordination of a variety of tasks and details from the initiation of a relevant procedure to its completion.

**TYPICAL DUTIES**

- Performs a wide variety of clerical and technical work including typing, proofreading, filing, verifying, and posting information for records and reports
- Performs a wide variety of student services, program services and/or routine administrative activities and functions
- Acts as receptionist; answering telephones; making reservations and appointments; receiving and responding to students, faculty, administrators, vendors, and the general public; giving information and assistance whenever possible
- Performs a wide variety of typing tasks
- Types a variety of information onto word processing or the computer terminal
- Inputs a variety of information, including confidential data, into computerized record keeping/data processing system
- Processes purchase orders and audits requisitions to verify calculations, accuracy of order, delivery date, etc.
- Coordinates service contracts in terms of time, location, problem etc.
- Establishes and/or maintains a variety of complex files and records (including confidential) for specialized functions within an operational unit
- Collects and compiles requested information; preparing basic statistical reports, updating records, creating and distributing packets of information, etc.
- Performs a variety of mathematical computations; calculating extensions, totals, sales tax, scoring and verifying figures
- Collects and summarizes a variety of specialized data as it relates to assigned operational unit and distributes finalized information
- Assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs within an operational unit
- Verifies information; recalculating figures, researching sources, etc.
- Receives, sorts, and distributes incoming and outgoing mail; prioritizing and designating appropriate response whenever possible

TYPICAL DUTIES (Continue)

- Orders, stores, and issues supplies and materials pertinent to the functions of operational unit; inventorying stock on hand periodically
- Performs related duties as required
- Accompanies staff or students with a disability and performs duties as assigned

MINIMUM QUALIFICATIONS

- Must possess a valid California driver's license
- Knowledge of proper office methods and procedures including correct letter and report writing and proper telephone techniques
- Knowledge of correct English usage, grammar, spelling, vocabulary, and punctuation
- Knowledge of basic functions, procedures, and activities of assigned program or operational unit
- Skill to learn the specialized operations, procedures, policies and requirements of assigned program on operation units
- Skill to understand and carry out both oral and written instructions
- Skill to type accurately at 50 words per minute from clear copy
- Skill to perform arithmetical calculations accurately
- Skill to establish and maintain efficient record keeping/filing systems and prepare reports
- Skill to coordinate activities and details and maintain efficient schedules of events
- Skill to analyze situations and take appropriate actions regarding routine procedural matters without immediate supervision
- Skill to operate a variety of standard and specialized office machines and equipment
- Skill to effectively and tactfully communicate in both oral and written form
- Skill to maintain effective work relationships with those contacted in the performance of required duties