

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Middle School Enrollment and Office Assistant

BASIC FUNCTION:

Under general supervision of the assigned site administrator, to perform responsible clerical functions pertaining to pupil enrollment at a middle school site; perform a wide variety of clerical functions, including typing and other general office duties.

ESSENTIAL DUTIES:

- Perform a variety of clerical tasks, including typing, proofreading, filing, and the recording of data.
- Compile information and prepare reports and summaries.
- Answers the telephone and provides caller with routine information and data.
- Assist the public and office visitors by answering routine inquiries, by providing them with information and data, and by directing them to appropriate offices.
- Maintain a variety of alphabetical, numerical, and subject matter files and records.
- Type from rough drafts and notes, and prepares final copy of material which may involve the utilization of transcription equipment.
- Performs enrollment functions for new students.
- Performs and maintains bookkeeping functions for Associated Student Body (ASB).
- Perform a variety of data entry functions using a computer.
- May compose routine letters and memoranda independently.
- Receives, sorts, and distributes mail.
- May receive and distribute books and other instructional materials or equipment.
- Assist in the preparation and maintenance of student permanent records, including the recording of grades, test scores, attendance information, and a variety of confidential information.
- Assist in the processing of student transcripts and records for distribution.
- May receive money and prepare receipts for bank deposits.
- Maintain simple financial or statistical records.
- Residency verification and data confirmation

OTHER REPRESENTATIVE DUTIES:

- May assist with ordering and distributing supplies.
- Assist with maintaining office equipment in proper working condition and arranging for repairs or supplies as needed.
- Engage in cross training on district functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District training as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern office methods, procedures, and techniques.
- English usage, spelling, grammar, punctuation, and arithmetical concepts.
- Standard office machines and equipment.
- Record storage, retrieval, and management systems.

Ability to:

- Perform general clerical work of average difficulty with speed and accuracy.
- Make simple arithmetical calculations with speed and accuracy.
- Communicate effectively in oral and written form.

- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

One year of experience performing varied general office or clerical functions.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by coursework in keyboarding, record management, and general office practices.

LICENSES AND OTHER REQUIREMENTS:

Willingness to acquire-valid CPR and First Aid certifications issued by an authorized agency.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.

- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.