

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: District Office Assistant III

BASIC FUNCTION:

Under general supervision of a district administrator, to perform a wide variety of clerical functions of above-average difficulty, including typing and other general office duties.

ESSENTIAL DUTIES:

- Perform a variety of clerical and technical administrative tasks and serve as liaison with other district staff and the public.
- Coordinate the submission and follow up of Board Agenda-related items for the assigned department.
- Coordinate and schedule appointments, meetings, room assignments, and travel arrangements for the assigned department.
- Contact vendors, parents and staff members to convey requests, follow up on various items, and ensure proper coordination to enable deadlines to be met.
- Receives, tags and catalogs inventory of department-related equipment.
- Compiles information and prepares reports and summaries.
- Answers the telephone and provides the 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 prepare a final copy of material.
- Perform a variety of data entry functions using a computer.
- Receives, sorts, and distributes mail.
- Maintain simple financial and statistical records.

OTHER REPRESENTATIVE DUTIES:

- May provide clerical support for Board Agenda preparation and related tasks.
- May assist with monitoring of room reservations, posting notices and set up as assigned.
- May compose routine letters and memoranda.
- May receive and distribute books and other instructional materials or equipment.
- May receive money and prepare receipts for bank deposits.
- 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:

- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts;
- Modern office methods, practices and procedures, including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading and office equipment operation;
- Use of the internet, file transfers, downloading and uploading data from websites;
- Record storage, retrieval, and management systems;
- School district organization, functions, policies, rules and regulations.

Ability to:

- Perform general clerical work of above-average difficulty with speed and accuracy;
- Explain and apply district policies;
- Address the public tactfully and courteously; answer questions in person and over the telephone;

- Use a computer to perform complex clerical and technical tasks;
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- 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:

Three or more years of experience performing varied general and technical clerical functions.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by coursework in typing, 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 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 see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- 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.