



## Classification Specification

### OFFICE ASSISTANT III

<b>Department:</b>	Site or Department
<b>Reports To:</b>	Site or Department Administrator
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Perform a variety of complex clerical and record-keeping duties requiring a high degree of independent judgment and responsibility as well as detailed working knowledge of the subject matter and functions of the office to which the incumbent is assigned; answer phones, provide technical information, and greet and assist students, parents, staff, and visitors; assist in assuring smooth and efficient office operations.

#### **Distinguishing Characteristics:**

The Office Assistant III classification is the advanced-level class in the general clerical series. The classification requires a high degree of independent judgment and responsibility as well as detailed working on knowledge on subject matter and functions of the office to which the incumbent is assigned.

The Office Assistant II classification is responsible for performing a wide variety of moderately difficult clerical tasks with frequent contact with staff, students, parents, and the public.

The Office Assistant I classification is an entry level clerical position responsible for performing general clerical and receptionist duties and works under immediate supervision.

#### **Essential Duties and Responsibilities:**

- Perform a variety of complex clerical duties for the site or department administrator, including filing, typing, duplicating and distributing materials related to testing, enrollment, attendance, and registration, student activities; counseling office, and school bussing; assist in assuring smooth and efficient office operations.
- Input attendance, individual education plans (IEP's), bussing, counseling information, and a variety of data from an assigned department into an assigned computer system; maintain automated records; create queries; generate a variety of computerized lists and spreadsheets; ensure the timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.

- Compile information and prepare and maintain a variety of records, statistical data, and reports related to programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; create, process and evaluate various forms and applications as needed.
- Compose correspondence independently; process a variety of records and documents related to assigned activities such as letters, lists, memorandums, bulletins, reports, requisitions, flyers, forms, or other materials from detailed or rough copy; proofread completed assignments.
- Verify student absences; explain appropriate policies and procedures; provides information concerning school or departmental programs, schedules, and activities; maintain confidentiality of sensitive and privileged information.
- Greet and assist visitors; initiate and receive telephone calls; screen and route calls; take and relay messages; provide general information concerning school or departmental programs, schedules, activities and related policies and procedures.
- Utilize computerized student data systems to access student information; maintain daily attendance records, verify, and clear absences, and monitor attendance patterns; print attendance lists; write tardy and re-admit slips; process student requests, including work permits.
- Perform clerical duties related to various site programs such as , associated student body (ASB) office, counseling, childcare programs, and attendance; perform a variety of activities related to enrollment, fee collection, tracking community service hours, maintaining accounts, and ordering supplies and equipment.
- Distribute billing statements; receive and post payments to accounts; prepare bank deposits; maintain revolving cash accounts.
- Assist parents with the enrollment and registration process; answer questions concerning programs.
- Inventory, order, and distribute materials, supplies, and informational data; maintain supply room inventories and arrange for repair of equipment.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Assist with coordinating special programs, events, and award ceremonies.
- Distribute billing statements; receive and post payments to accounts; prepare bank deposits; maintain revolving cash accounts.
- May prepare receipts for funds and reconcile revolving cash.
- May procure translators, as directed.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Modern office methods, practices, and principles.
- District and department practices and procedures related to the assignment.
- Computer programs used for word processing, data processing, and student information systems.
- Telephone techniques and etiquette.
- Databases, spreadsheets and generating queries.
- Business letter and report writing, editing, and proofreading.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Basic math calculations.
- Interpersonal skills using tact, patience, and courtesy.

- Processing receipts for funds and maintaining accurate bookkeeping records.

**Ability to:**

- Perform a variety of complex clerical and record-keeping duties in support of an assigned school office or program.
- Perform clerical work with accuracy and speed.
- Speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information, and to explain policies and procedures.
- Learn new computer programs/technologies, including desk top publisher web-based systems.
- Work independently and follow through on assignments with minimal direction.
- Interact diplomatically with the public in a high-volume public contact setting.
- Establish and maintain cooperative and effective working relationships with others.
- Plan, prioritize and organize work.
- Maintain confidentiality of sensitive or privileged information.
- Type or input data accurately at an acceptable rate of speed.
- Meet schedules and timelines.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Accurately perform basic mathematical calculations for accounting purposes.
- Read documents written in standard English text for the purpose of retrieving information.
- Write grammatically correct routine business correspondence to gather or convey information.

**Education:** High school graduation or equivalent GED.

**Experience:** Three (3) years general clerical experience.

**Licenses, Certifications, and other requirements:**

- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- Bilingual in a designated second language (Chinese or Spanish) is desirable, but not required.

**Working Conditions:**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Moderate noise levels.
- Contact with parents, students, and staff.
- Fast-paced work environment with changing priorities.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Sit at a desk or table.
- Perform repetitive motion related to keyboard entry or typing.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing students.
- Bend, stoop, kneel, and reach in all directions.
- Operate computers and other office equipment.
- Frequently lift and/or move objects up to 25 lbs. in weight.
- Occasionally required to stand and/or walk for extended periods of time.

**Hazards:**

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.