

JOB DESCRIPTION

Title:	Office Assistant – District Office (Classified)	Reports To:	Assigned Supervisor
Department:	Fiscal	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	261 Days
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Co-Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist		
			<input type="checkbox"/> Confidential <input checked="" type="checkbox"/> CSEA 27 Range 31 <input type="checkbox"/> CSEA 860 <input type="checkbox"/> AEA

GENERAL SUMMARY OF DUTIES:

Under the direction of an assigned supervisor, plan, organize and coordinate office activities and communications and assist the administrator with routine administrative and clerical details. Perform clerical duties such as typing, filing, duplicating and answering phones; serve as receptionist and assist employees or community members; prepare and process a variety of reports and documents; maintain records and files; exercise judgment in response to confidential and emergency situations.

DUTIES OF THE JOB:

This description reflects the principle job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Serve as receptionist and answer telephones; take messages, interview and screen callers and visitors, including students, teachers, administrators, parents, vendors and the public and provide information or direct to appropriate personnel. **E**

**E – Essential Function*

- Provide information concerning District policies, procedures and established regulations and other information as requested. *E*
- Duplicate, collate, assemble and distribute various materials as requested. *E*
- Prepare board agenda packets as assigned. *E*
- Support the clerical functions in department. *E*
- Design, type and proofread a variety of materials; generate a variety of reports, documents, flyers, certificates, lists and other desktop publishing items as needed. *E*
- Receive, sort, open, screen, route and distribute incoming mail; post, approve, and distribute flyers and notices as appropriate. *E*
- Determine need for supplies and prepare requisitions for the purchase of office supplies. *E*
- Assist in preparing invoices and other documents as needed. *E*
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent.

Experience working with basic computer software; word processing, spreadsheet, and Powerpoint.

Minimum one (1) year experience working in an office environment.

KNOWLEDGE AND SKILLS:

- Current office practices, procedures, organization, rules and regulations and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Ability to interact positively with peers, public and students.
- Able to operate a computer in a Windows environment.
- Perform clerical duties such as typing, filing, duplicating and answering phones.
- Type at a rate of 50 WPM with accuracy.
- Ability to operate a variety of office equipment including a computer and applicable software.
- Knowledge/ability to create and maintain spreadsheets and desktop publishing materials.
- Understand and follow oral and written instructions.
- Ability to exercise good judgment and confidentiality.
- Communicate effectively both orally and in writing.
- Maintain records and materials.
- Meet schedules and timelines.
- Work independently with minimal supervision.

SUPERVISES:

N/A

**E – Essential Function*

PHYSICAL REQUIREMENTS:

Frequency Key: None; Occasional Intermittently; Frequently

Activity	Frequency		Activity	Frequency
Bend	O		Lift/carry 0-10 lbs	O
Twist	O		Lift/carry 11-25 lbs	O
Squat	O		Lift/carry 26-40 lbs	N
Kneel	I		Lift/carry 41-100 lbs	N
Climb	O		Stand	I
Reach above shoulder	O		Walk	I
Grip/Grasp	I		Sit	F
Extend/Flex Neck	O		Drive	O
Use Right Hand	F		Perform Repetitive Hand Motions	F
Use Left Hand	F		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

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**E – Essential Function*