



# LOMPOC UNIFIED SCHOOL DISTRICT

## SENIOR OFFICE ASSISTANT

---

### **JOB SUMMARY:**

Under the direction of an assigned supervisor, provide complex clerical support to an assigned school or District office site supervisor; answer phones and greet and assist visitors of the office; communicate information to staff and the public; maintain accurate records as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Office Assistant classification perform a variety of general clerical duties in support of an assigned school office; answer phones and greet and assist visitors of the office. Incumbents in the Senior Office Assistant classification provide complex clerical support to an assigned school or District office site supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide complex clerical support to an assigned school or District office site supervisor; assist with processing documents, forms, mailings, and materials related to assigned activities including attendance and enrollments to disseminate information to appropriate parties.
- Collect payments for a variety of events including fines, fees, and payments for fund raisers for the to complete transactions and secure funds according to established procedures.
- Distribute materials including mail, checks, supplies, messages, and testing materials and assure delivery to appropriate parties.
- Maintain inventory of supplies and materials related to assigned activities including forms, office supplies and textbooks and assure availability of assigned items.
- Maintain manual and electronic documents and files related to assigned activities including health logs and records, student registrations, scheduling and withdrawals, letters, forms, reports, purchase orders, cumulative files, test results and Federal Survey cards; provide up-to date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Maintain student attendance records and assure accurate tracking and documentation of student attendance; obtain attendance records for student entry and exit from campus during school hours including late arrivals, sports events and field trips and assure accurate reporting of excused absences and trancies.
- Prepare standardized documents including form letters and memos, calendars, bulletins, purchase orders, field trips, attendance reports and work orders and communicate information to other parties.
- Process Independent Studies paperwork according to established procedures; track paperwork and check for signatures; assure proper completion of the documents before submitting for approval.
- Answer, screen, and direct telephone calls to appropriate personnel; respond to inquiries and take messages as appropriate.

- Receive, greet, and direct visitors; respond to inquiries and provide a variety of general information or refer to appropriate personnel.
- Prepare and maintain logs, files, and records in compliance with administrative guidelines and legal requirements; maintain student cumulative files and records; review, research and verify accuracy and completeness of various documents; prepare reports as directed; verify and process forms and applications as needed.
- Prepare documents such as form letters and memos, calendars, bulletins, awards, or other materials to communicate information to students, staff, or the public.
- Assist health office staff as needed; administer basic first aid and assist with providing prescribed medication to students as needed.
- Assist with processing of documents, forms, mailings, and other materials and disseminate information to appropriate personnel.
- Distribute materials including checks, supplies, applications, and other materials as directed; ensure timely and proper delivery to designated personnel.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Receive, sort and distribute mail; respond to e-mail as directed.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: graduation from high school and two years of general clerical experience.

Licenses and other Requirements

- Some positions in this classification may require possession of a valid California Class C driver's license and a driving record acceptable to the District for insurance purposes.
- Some positions in this classification may require the ability to speak, read and write in a designated second language.
- Some positions in this classification may require possession of a valid First Aid and CPR certification issued by an authorized agency within six months of employment.

Knowledge of:

- Modern office practices, procedures, and equipment.
- Telephone techniques and etiquette.
- Basic record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Basic math.

Ability to:

Senior Office Assistant

- Perform a variety of general clerical duties in support of an assigned school office.
- Operate standard office equipment including assigned software applications.
- Establish and maintain cooperative and effective working relationships with others.
- Answer telephones and greet the public courteously.
- Learn school objectives, policies, procedures and goals.
- Type or input data at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Maintain confidentiality.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.

**WORKING CONDITIONS:**

Work Environment:

Office environment.  
Constant interruptions.

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 individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Bending at the waist, kneeling and/or crouching to file or retrieve materials.
- Seeing to read a variety of materials.

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.

**FLSA Status:** Non-Exempt

**Personnel Commission First Reading:** October 20, 2022

**Personnel Commission Approval Date:** November 17, 2022

**Board Approval Date:** February 14, 2023

**Salary Range:** 31