



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: OFFICE ASSISTANT I

REPORTS TO: School Principal

SITE: All Schools

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: SDO + 10 Days

SALARY: Range 34 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: 11/12/2020

JOB SUMMARY:

Under immediate supervision, perform a variety of clerical duties, including typing, record keeping, filing, photocopying, and mail preparation; perform other related duties as assigned.

CLASS CHARACTERISTICS:

Office Assistant I positions require keyboarding skills and basic clerical experience. Employees in this class work under direct supervision and perform closely related duties according to established procedures.

ESSENTIAL FUNCTIONS:

1. Perform clerical office work, including word processing, typing, data entry, filing, document checking, duplicating, and record keeping specific to area of assignment.
2. Screen and refer telephone calls to the proper person.
3. Sort, file, and mail documents/records according to pre-determined classifications.
4. Word process letters, forms, memoranda, and related documents.
5. Package and prepare materials for mailing.
6. Receive and process copy work requests and copy, assemble, collate, and bind a variety of documents, including forms, bulletins, reports, and monographs.
7. Monitor usage of copy machines; add and delete accounts; fix routine copy machine malfunctions; contact service technicians; and train staff to use copy machines.
8. Operate switchboard and serve as backup receptionist.
9. Receive, count, record, and deposit money.

Employment Standards:

Incumbent must be able to perform essential functions 1-9 with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience

- High school diploma or equivalent.
- One (1) year of clerical experience.

KNOWLEDGE OF:

- Correct English usage, spelling, grammar, and punctuation.
- Modern office recordkeeping.
- Microcomputer operation and basic use of word processing software.
- Large scale duplicating machine operations and capabilities.
- Business mathematics.
- Department policies and procedures.

EXPERIENCED WITH:

- Understand and carry out oral and written directions.
- File alphabetically, numerically, and chronologically.

- Make arithmetical calculations using a calculator.
- Learn and master operation of standard business machines, including a computer and business software.
- Keyboard at a speed of 45 wpm.
- Exhibit flexibility and patience to meet the clerical service needs of District staff.
- Organize information and materials necessary to carry out work assignments.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.