



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** OFFICE ASSISTANT II  
**REPORTS TO:** School Principal/Director of Adult School **SITE:** All Schools  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** SDO + 10 Days)/  
12 Month for Adult School  
**SALARY:** Range 37 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** November 12, 2020

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#### **JOB SUMMARY:**

Under general supervision, perform varied general clerical of average difficulty including word processing, record keeping, and document preparation; and perform other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

Positions in the Office Assistant II class is distinguished from those on the Office Assistant I class by the general variety and complexity of work, and the more frequent public or inter-district contact. This contact may require responding to general inquiries about school or department services, policies and procedures. Incumbents in the clerical Assistant II class are expected to solve routine clerical problems without assistance.

#### **ESSENTIAL FUNCTIONS:**

1. Perform general clerical work including word processing, typing forms, proofreading materials; filing, and record keeping.
2. Serve as receptionist and respond to requests for information from faculty, District Office staff, students, and the general public.
3. Type student forms, and register students for school programs.
4. Maintain and update student historical, scholastic, attendance and athletic records.
5. Maintain and post data relating to attendance, cumulative student records, inventory, cash receipts and other records.
6. Prepare routine correspondence.
7. Order, store and issue office supplies and materials.
8. May collect, record and deposit student fee funds.
9. May check out library books and A/V equipment to teachers.
10. Operate telephone switchboard in a relief capacity.

#### **Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

#### **QUALIFICATIONS:**

##### **Education/Training Experience**

- High school diploma or equivalent plus coursework or professional training in the office occupations field.
- Two (2) years of general clerical experience.

##### **KNOWLEDGE OF:**

- Systems and procedures used for updating and maintaining a variety of records.
- Basic data entry and word processing methods, techniques and programs.

- Correct English usage, vocabulary, spelling, grammar and punctuation.
- Business mathematics.

**EXPERIENCED WITH:**

- Understand and carry out oral and written directions.
- Perform clerical work with speed and accuracy.
- Learn, interpret, and communicate department rules, regulations, and policies.
- Communicate effectively both orally and in writing.
- File alphabetically, numerically and chronologically.
- Make arithmetical calculations using a calculator.
- Learn and master operation of standard business machines including a computer.
- Type at a speed of 45 WPM.
- Establish and maintain effective relationships with those contacted in the course of work.
- Interpret and apply relevant laws, rules, policies and other guidelines associated with assigned functional area.
- To remain calm and patient in stressful situations.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**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:**

- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

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.