

OFFICE ASSISTANT

DEFINITION

Under general supervision, perform a variety of regular clerical, typing, telephone, public contact, and office support duties in assisting office operations; assist with records, data entry, regular contact with students, teachers and/or District staff, parents and public; and do other related work as required.

Clerical assignments are determined by the administrator or manager, coordinating work schedules and duties closely with the lead clerical position. This class differs from other positions assigned to the Typist Clerk II classification by assignment to an office as the adjunct position to the lead clerical position.

ESSENTIAL FUNCTIONS

Perform a wide variety of clerical work in an organized and friendly manner, including tasks such as standard and statistical typing, data processing, proofreading, checking, filing, recording of data, and compiling information for reports and summaries; regularly answer telephone, take messages and serve as receptionist to visitors, district staff, students, parents, and/or community; provide callers with routine information and data; maintain a variety of alphabetical, numerical, and subject matter files and records; investigate, search, and locate sources of information; perform clerical functions using independent judgment, referring only unusual matters to supervisors; may assist in the orientation and training of personnel; type from rough drafts, notes, and transcription equipment; may perform a variety of functions using a computer terminal; may compose routine letters and memoranda independently; may prepare daily and monthly attendance reports; may maintain simple financial or statistical records and prepare deposits; type requisitions, receive, shelve and distribute supplies; may contact district personnel by paging and two-way communication devices in dispatching emergency and routine work assignments; utilize software programs specific to work orders and the scheduling of substitute employees; maintain payroll cards and prepare monthly reports of personnel absences; may contact and assign substitute personnel to replace absent employees; may assist in the orientation of personnel; receive, sort and distribute mail; make appointments; type accident reports; may be required to input and receive a variety of data and information using a computer.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures, and techniques;  
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;  
Standard office machines and equipment;  
Record storage, retrieval, and management systems;  
Various word processing and other software programs;  
Effective reception and telephone techniques and correspondence;  
Basic health and first aid techniques and procedures, as required by the assignment.

Ability to:

Perform general clerical work of average difficulty with speed and accuracy;  
Make simple arithmetical calculations with speed and accuracy;  
Communicate effectively in oral and written form;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;

Ability to (continued):

Work proficiently with computerized systems;  
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy.

Desired:

Capable operation of word processing equipment and/or computer terminals.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, record management and general office practices.

Experience:

One year of experience performing varied general office or clerical functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment

Pre-placement Physical: Class I