

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: FACILITIES SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction of the assigned supervisor, perform advanced-level secretarial duties; prepare and process payroll; process and submit a variety of documents pertaining to office functions; maintain and update Department financial documents including budgets, purchase orders and receiving reports; respond to inquiries from school sites regarding work orders, needs and concerns.

REPRESENTATIVE DUTIES:

Plan, organize and coordinate office activities to assist the supervisor in administrative details.

Receive calls from site and District personnel regarding needs and concerns; interview callers to be able to provide information to supervisor for determination of appropriate labor, services and materials required.

Assure timely and accurate communications between the Department, sites and District personnel; make phone calls to receive and transmit information; type memos, bulletins, letters and notices.

Interview visitors and supply information and assistance regarding Department activities; provide directions or referrals to other personnel as appropriate.

Research and compile information and compute statistical information for District reports and special projects; proof read and edit reports related to position.

Compose independently or from oral instruction, notes or letters requesting or providing information or dealing with routine matters.

Take and transcribe using any form of dictation or note taking skills, letters, reports, bulletins, and memoranda including materials of a confidential nature.

Type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents and other materials; establish and maintain project and confidential files.

Operate and monitor specialized radio equipment; receive and relay messages from District facilities and school sites regarding problems and emergency situations.

Attend meetings and take minutes as assigned; prepare and send out notices of meetings; collect and compile information for meetings and projects; prepare and distribute minutes.

Maintain a variety of complex records, time sheets, lists, files and records related to the Department; maintain confidentiality of sensitive information.

Plan and organize clerical details of the office.

Compile financial information and supporting data for the Department budget preparation process; post and maintain budget and financial records as assigned.

Prepare and process the payroll for personnel as assigned; maintain records regarding vacation requests and absences; request or assign substitute personnel to cover absences as directed.

Receive, open and screen incoming mail and independently compose replies according to established procedures or verbal instructions.

Operate a variety of office equipment.

Originate and revise office forms; order, receive, inventory and store supplies.

Train and provide work direction to clerical personnel as assigned.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and clerical operations of an administrative office.

Receptionist and telephone techniques and etiquette.

Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.

Record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives related to assigned function.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic research techniques.

ABILITY TO:

Work independently with little direction.

Type at 30 words net per minute from clear copy.

Analyze situations accurately and adopt an effective course of action.

Take and transcribe from notes or any form of dictation.

Understand and follow oral and written directions.

Compose independently or from oral instructions letters, memos, bulletins or other materials.

Work cooperatively and effectively with others.

Read and follow rules, regulations, policies and procedures pertaining to position.

Operate and monitor specialized communications equipment.

- Operate a variety of office machines such as computer hardware/software, calculator, copy machine, and communications equipment.
- Make arrangements for meetings, workshops and conferences.
- Maintain a variety of filing systems.
- Maintain records and prepare reports.
- Make arithmetic calculations with speed and accuracy.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Communicate effectively both orally and in writing.
- Attend meetings, conferences and workshops.
- Complete work with many interruptions.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and three years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

District office environment, subject to frequent interruptions. Subject to exposure to communicable diseases.

Job Study-1/2020