

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: District Office Assistant II

BASIC FUNCTION:

Under the general supervision of a district administrator, to perform a wide variety of clerical functions of average difficulty, including word processing, and other general office duties.

ESSENTIAL DUTIES:

- Perform a variety of clerical tasks, including word processing, proofreading, filing, and the recording of data.
- Schedule appointments, meetings, catering, and room assignments as directed.
- Completes duplication tasks as assigned.
- Compile information and prepare reports and summaries.
- Answer the telephone and provide the caller with routine information and data.
- Assist the public and office visitors by answering routine inquiries, providing them with information and data, and directing them to appropriate offices.
- Maintain a variety of alphabetical, numerical, and subject matter files and records.
- Transcribe from rough drafts and notes, and prepare the final copy of the material.
- Perform a variety of data entry functions using a computer.
- Receives, sorts, and distributes mail.
- Maintain simple financial or statistical records.

OTHER REPRESENTATIVE DUTIES:

- May compose routine letters and memoranda.
- May receive and distribute books and other instructional materials or equipment.
- May receive money and prepare receipts for bank deposits.
- Engage in cross-training on district functions and demonstrate knowledge to support office needs.
- Participates in job-related or District training as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Appropriate English usage, spelling, grammar, punctuation, and mathematical concepts;
- Modern office methods, practices, and procedures, including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, and office equipment operation;
- Record classification, storage, retrieval, and management systems.
- School district organization, functions, policies, rules, and regulations.

Ability to:

- Perform general clerical work of average difficulty with speed and accuracy;
- Explain and apply district policies;
- Address the public tactfully and courteously; answer questions in person and over the telephone;
- Use a computer to perform complex clerical and technical tasks;
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness;
- Make simple mathematical calculations with speed and accuracy;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions;

- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

Two years of experience performing varied general office or clerical functions.

Education:

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

LICENSES AND OTHER REQUIREMENTS

Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Professional appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

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 essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of reading instructional materials, documents, and other printed matter, and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions, and limitations of assigned duties.

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.