

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

OFFICE AIDE, FACILITIES / CONSTRUCTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Demonstrated proficiency in typing and word processing.
- (3) Clerical or secretarial experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of business English, punctuation, arithmetic and spelling. Knowledge of elementary accounting and bookkeeping procedures. Knowledge of and ability to use modern office practices and procedures. Knowledge of record-keeping methods, practices and procedures. Ability to work independently and to carry out assignments to completion with minimum instructions. Ability to work well with others and to assist the school public cooperatively and courteously. Skill in the use of a typewriter / computer and in the use and care of pertinent office machines and equipment. Able to meet and deal with the public.

REPORTS TO:

Assigned Administrator

JOB GOAL

To provide assistance necessary to assure the smooth operation of the office to which assigned.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Type letters and other routine correspondence based on information from records and files.
- *(2) Operate office copy machines.
- *(3) Maintain files; review documents for sufficiency, obtain necessary signatures and route appropriately.
- *(4) Provide information and assistance to students and the general public, in person or by telephone.
- *(5) Perform receptionist and secretarial duties as required.
- *(6) Use effective, positive interpersonal communication skills.
- (7) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

OFFICE AIDE, FACILITIES/CONSTRUCTION (Continued)

52.02

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 4