

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical duties in support of an assigned department at the District office; answer phones and greet and assist parents, staff and visitors; assist in the preparation and maintenance of records and reports; assist with specific functions of an assigned department or program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general clerical duties in support of an assigned department at the District office including typing, filing, duplicating and distributing materials; compose letters, memoranda, bulletins, reports, schedules, lists, requisitions or other materials from rough draft or verbal instructions; serve as a liaison between administration, staff, parents and the community; provide information concerning policies and procedures of assigned program.

Serve as a receptionist; initiate and answer telephone calls; screen and route calls; assist parents, personnel and office visitors; send and receive emails; answer routine inquiries, provide requested information and direct visitors to the appropriate department or personnel assist students with questions and direction; maintain calendars, phone logs, schedule meetings and make appointments as assigned.

Prepare and maintain a variety of logs, files and records; review and verify accuracy and completeness of various documents; prepare a variety of routine reports as directed; scan and shred documents; establish and maintain filing systems; receive, scan and purge documents and student information; process forms, special requests and applications as needed; review and verify the accuracy and completeness of various documents.

Generate narrative, financial, and statistical records, reports, lists and summaries as needed.

Assist in monitoring inventory levels and maintaining office supplies; assist with ordering, receiving and distributing supplies; receive cash and write receipts.

Assist with specific functions of an assigned department or program such as nutrition services, maintenance & operations, pupil personnel services, home hospital/transportation or others; assist an assigned Director or Supervisor with researching and compiling information as directed.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.

Communicate with personnel, parents and outside agencies to exchange information and resolve issues or concerns in accordance with established policies and procedures; receive, sort, send and distribute mail as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Policies, practices and objectives of an assigned program and activities.
District policies, regulations and procedures.
Applicable laws, codes, regulations, policies and procedures.
Filing systems and information management.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a computer and assigned software.
Basic arithmetic.

ABILITY TO:

Perform a variety of general clerical duties in support of the District office.
Answer telephones and greet the public courteously.
Learn school and program objectives, policies, procedures and goals.
Type and input data at an acceptable rate of speed.
Establish and maintain accurate records.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Receive, sort and distribute mail.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent

Experience: One year of clerical experience

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents may be required to be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.