

# Job Description

Alameda Unified School District

## Office Assistant District

### Purpose Statement

The job of Office Assistant District is done for the purpose/s of providing clerical support to assigned personnel; printing materials as requested; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Assigned Administrator

### Essential Functions

- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Collects information from retirees benefits checks and inputs information in Quickbooks (e.g. Prints summary list; sends list to fiscal;, etc.) for the purpose of ensuring retirees payment for benefits are processed.
- Duplicates materials and distributes various material as requested (e.g. collates, assembles, checks project code, calculate cost, etc.) for the purpose of supporting schools and/or departments.
- Maintains conference room schedule/calendar for the district for the purpose of providing availability information and making reservations as requested.
- Maintains files and records (e.g. spreadsheet for printing cost, number of pages;, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares work orders as needed for the purpose of requesting service for copiers.
- processes contracts that go to business department (e.g. scans contracts; sends information to business department, etc.) for the purpose of supporting HR department.
- Receives and tags equipment, inputs tag information in ESCAPE system for the purpose of preparing equipment for delivery to appropriate place and deleting retired equipment.
- Receives, distributes, and processes daily incoming and outgoing mail and shipments (e.g. certified mail, supplies, shipments, UPS, FedEx, etc.) for the purpose of ensuring proper delivery to addressee.
- Requests supplies and materials (e.g. printing paper, office supplies, etc., etc.) for the purpose of ensuring items' availability.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, parents, general public, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

### Other Functions

- Attends department meetings for the purpose of gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; using Microsoft Excel and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practices,.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working as part of a team, interacting with the public in a professional manner; communicating with diverse groups; maintaining confidentiality; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. There is some opportunity to affect the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is not required.

**Education:** High school diploma or equivalent.

**Required Testing**

None Specified

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/14/2022

**Salary Grade**

31

**Revised Date**