



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** Event Assistant (Temporary) #4069

**SALARY PLACEMENT:** Short Term Employee Hourly Salary Schedule

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**SUMMARY OF POSITION:**

Under direction of San Joaquin County Office of Education (SJCOE) Management, assist with delivering, packing, setting up and cleaning up during events.

**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Possess a high school diploma or equivalent of the completion of the twelfth grade.

**DESIRABLE QUALIFICATIONS:**

Experience working with student events.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to work cooperatively with the San Joaquin County Office of Education (SJCOE) management and staff. Be flexible and receptive to change. Possess a valid California driver's license and insurable by the SJCOE carrier.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Travel to and work at schools and community events.
2. Work on weekend days.
3. Work independently.
4. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in a school environment; and come into direct contact and SJCOE staff, district office staff, students, and the public.