



SCHOOL OFFICE ASSOCIATE II

GENERAL RESPONSIBILITIES

Perform intermediate skilled clerical work requiring a qualified typist; prepare and maintain records; serve as clerical support to a school principal, staff, and faculty.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as clerical support to the principal and staff; serve as school receptionist and telephone operator; prepare and maintain files and records; assist students and teachers.
- Record daily attendance and calls parents if student is absent.
- Maintain records of excessive student absences and unexcused absences.
- Maintain confidential information.
- Make announcements on the public address system.
- Prepare and call in work orders when requested.
- Sort and distribute mail.
- Verify information for athletic eligibility.
- Prepare and distribute grade cards.
- Maintain student files and respond to transcript requests.
- Maintain catalogs, profiles, calendars, demographics, schedules, attendance, and grade records on computer.
- Prepare files and records for entering and withdrawing students.
- Write absentee and tardy slips, issue passes.
- Handle a variety of routine technical and administrative assignments.
- Compose and type letters and memoranda in conformance with school policies or from brief instructions.
- Set up and maintain office procedures and filing systems.
- Meet and screen visitors, answer telephone and process mail.
- Assist with scheduling substitutes and maintaining attendance records.
- Type letters and memos, reports, bulletins, agendas, invoices, schedules, manuals, student files and records.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of standard office practices, procedures and equipment; general knowledge of school system routine and procedures; general knowledge of business English, spelling and arithmetic; ability to establish and maintain effective working relationships with others; ability to work under pressure; ability to organize and perform work independently; ability to type, take and transcribe dictation accurately at a reasonable rate of speed; ability to prepare and maintain computerized records and systems; ability to meet the public effectively.

EDUCATION AND EXPERIENCE

Required: High school diploma or GED, and some clerical experience.

Preferred: Course work in business, keyboarding, data processing, and various office related software programs.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



SPECIAL REQUIREMENTS

Regular and reliable attendance is an essential function of this position.