



JOB DESCRIPTION

Office Assistant



Reports to:	Site Administrator/Supervisor	Employment Group / Salary Range:	CSEA Range I
Dept:	Multiple	FLSA:	Non-Exempt
Annual Workdays:	varies	Formal Review Date: Board Approval Date:	9/15/23 10/2/23

PRIMARY FUNCTIONS

Under general supervision, performs general clerical support work including data entry, filing, maintaining physical and electronic records, front counter support and answering phones; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs general front counter and reception duties; answers, screens and refers telephone calls and visitors; assists with calls regarding attendance as needed, answers questions from parents, faculty, staff and the public regarding assigned school, department or program; answers emails and other written inquiries for standard information; assists with enrolling and transferring students.
- Administers basic first aid to students; escorts students to school nurse; notifies parents for pickups and supervises students until parent arrives; participates in yard duty as needed.
- Receives and posts cash and credit card payments; balances payments and counts and verifies monies received. May prepare and submit bank deposits.
- Prepares and compiles packets of materials; receives, opens, sorts and distributes office mail; prepares regular and bulk mailings; scans and/or copies various documents and materials, including large duplication orders; duplicates, assembles and distributes packets; requests printing services.
- Maintains a variety of standard office and specialized records and files; maintains spreadsheets and databases to track files, projects, activities and services.
- Drafts, formats, types, proofreads, edits and prints correspondence, forms, reports, schedules, rosters, statistical and technical documents including reports, manuals and other documents and materials ranging from routine to moderately complex; creates forms, charts, tables and spreadsheets involving routine to difficult data manipulation; reviews documents for clerical accuracy, completeness and compliance with District and department requirements; routes documents for signature.
- Assists with inventory and ordering of supplies and materials; prepares purchase orders and routes for approval.

- Receives and inputs a variety of school and student information into computer systems; researches information in computer systems; assists with the preparation of forms and documentation; verifies accuracy of information with third parties; tracks students in school or District services and programs.
- Supports in the completion and collection of travel study packets.
- Supports and communicates with parents in the completion of lunch applications. Assists site with the collection of lunch applications.
- Assists with updating and maintaining the school website and marquee.

OTHER DUTIES

- Provides backup for other schools or division office administrative support staff.
- Performs related duties as assigned.

QUALIFICATIONS**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or GED equivalent and some clerical experience in an office environment; or an equivalent combination of training and experience.

Licenses, Certificates and Other Requirements:

Bilingual (preferred)

KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

- Standard office practices and procedures, including recordkeeping and filing.
- Customer service practices and telephone etiquette.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar, and punctuation.
- District organization, rules, policies, and procedures applicable to school or departmental operations.
- District policies, procedures, and rules regarding cash handling, purchasing and expense reporting.
- Safety policies and safe work practices applicable to the assignment.
- Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

- Provide customer service in person and over the phone.
- Prepare clear and accurate reports, documents, data entries and files at an acceptable speed.
- Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations, and standard operating procedures.

- Organizing and maintaining physical and electronic files.
- Make mathematical calculations.
- Maintain confidentiality of District and student files and records.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty, and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read documents; analyze and solve problems; use basic math; learn and apply new information and skills; work on multiple, concurrent tasks; work with frequent interruptions; learn and apply new information and skills.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed