

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: OFFICE ASSISTANT II (RANGE 16)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of responsible and technical clerical duties requiring specialized knowledge and independent judgment involving frequent and responsible public contact; provide for proper input and output of a variety of data.

#### **DISTINGUISHING CHARACTERISTICS:**

Office Assistant II incumbents perform a variety of complex and diverse clerical duties involving independent judgment and action within a specific office functional area or provide sole clerical support for an assigned office. Office Assistant I incumbents perform a variety of clerical support duties involving application of well-defined policies and procedures.

#### **REPRESENTATIVE DUTIES:**

Perform technical clerical responsibilities related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State or federal regulations; communicate with other agencies or departments to provide or obtain information. *E*

Compose correspondence independently or from oral instructions; prepare letters, memos and forms, requesting, providing or verifying information; receive, screen and route mail. *E*

Receive and screen telephone calls and visitors; schedule appointments; coordinate schedules and communicate with others regarding meetings and appointments; direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of assigned program or office according to established guidelines. *E*

Prepare, format, type, proofread and duplicate memos, records, reports or related materials. *E*

Operate a computer to input, output, update and access a variety of records and information; generate records, reports, lists and summaries. *E*

Order supplies and materials as assigned and maintain inventory. *E*

Operate a variety of office machines including a computer and other equipment as assigned. *E*

Provide work direction and guidance to clerical personnel as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal and data entry techniques.

**ABILITY TO:**

Maintain accurate records and prepare reports.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Type at 40 words net per minute from clear copy.

Operate a variety of office equipment.

Meet schedules and time lines.

Understand, interpret rules and written directions and apply to specific situations.

Compose correspondence independently.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years responsible clerical experience.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Reaching overhead, above the shoulders and horizontally to maintain and retrieve files.

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

Seeing to assure complete and accurate reports and letters.