



## Job Description

Marin County Office of Education

### Office Assistant

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Office Assistant is done for the purpose/s of providing clerical support to assigned personnel; greeting and directing visitors; responding to inquiries; communicating information to staff; providing complete and accurate records; and providing information and/or referral as requested.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking accurate messages.
- Assists with processing of documents, forms, and/or meeting notes (e.g. service logs, parent referrals, etc.) for the purpose of disseminating information to appropriate parties.
- Collects student data (e.g. health records, attendance, family information, etc.) for the purpose of preparing reports and/or processing forms.
- Distributes materials (e.g. mail, checks, supplies, messages, etc.) for the purpose of ensuring delivery to addressee.
- Maintains manual and electronic documents, files, and records (e.g. letters, forms, reports, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Performs general clerical duties (e.g. scheduling, copying, scanning, data entry, filing, etc.) for the purpose of supporting office operations.
- Prepares standardized documents (e.g. form letters and memos, calendars, bulletins, etc.) for the purpose of communicating information to other parties.
- Receives visitors for the purpose of answering inquiries, directing guests to appropriate personnel, and representing site in a pleasant and professional manner.

#### **Other 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 with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment and using pertinent software applications; 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 complex, 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; business telephone etiquette, common office machines; and, office methods and practices.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide 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 significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. 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; maintaining confidentiality; adapting to changing work priorities; communicating with diverse groups; and displaying tact and courtesy.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 0% walking, 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

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

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training Certificate

### **Certificates and Licenses**

None Specified

### **Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

### **Revised Date**