

**CLASS SPECIFICATION  
Office Assistant**

**GENERAL PURPOSE**

Under supervision, performs a wide variety of routine clerical support functions in a District department or school site, including typing, data entry, filing and receptionist duties; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Office Assistants are responsible for performing routine office clerical duties, requiring limited knowledge of departmental or site procedures and practices. Work assigned to Office Assistants requires basic knowledge of the functions applicable to an area of assignment and the ability to solve routine problems.

Office Assistant is distinguished from Senior Office Assistant in that incumbents in the latter class perform more difficult clerical and office support functions, requiring greater familiarity with District functions, policies and procedures and the use of judgment and knowledge gained through experience.

**ESSENTIAL DUTIES AND 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. There will typically be an assigned schedule for these duties.

1. Sorts, duplicates and files a wide variety of records and documents in student and office files; pulls files upon request; makes new file folders; retrieves, duplicates and distributes copies of records; sends or requests student records from other schools and districts; prepares student records for scanning in accordance with established procedures; maintains a variety of lists.
2. Operates a computer and performs data entry and light typing responsibilities to prepare a variety of standard materials; updates computer records; generates notices, reports and other documents.
3. Opens, date-stamps and distributes incoming mail; stuffs, sorts and prepares outgoing mail for pickup; assists in the preparation of large mailings; retrieves, delivers and sends faxes; distributes notices.
4. Duplicates, compiles, collates, laminates, distributes and shreds various documents and materials, including large duplication orders; completes routine forms and reports using information provided.
5. Answers, screens and refers telephone calls; takes telephone messages; greets and directs visitors; assists students and parents in person and/or by telephone; responds to routine requests for information from a variety of internal and external sources; assists in enrolling and registering students and filling out paperwork; assists in calling parents to verify absences and clear absences and truanancies; assists in compiling materials for teachers; assists students in the health office as needed.

6. Performs routine ordering of materials and supplies; types purchase requisitions; types or data enters maintenance work orders; receives, sorts and distributes supplies.
7. Stamps, performs physical counts and organizes textbooks and educational materials for classrooms and library; receives and records fees and prepares receipts.

### **OTHER DUTIES**

1. Assists in scheduling and arranging meetings and conferences; assists with assembling and preparing materials for teacher conferences, student success team meetings and assemblies.
2. Assists with student testing; administers tests, as assigned, and enters test scores in the student information system; organizing testing supplies and makes testing packages for classrooms.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Office administration practices and procedures.
2. Correct English usage, including spelling, grammar and punctuation.
3. District rules, policies and procedures applicable to assigned areas of work.
4. Record keeping and filing practices and procedures.

#### **Ability to:**

1. Operate a computer and other standard office equipment.
2. Type accurately at 35 WPM.
3. Organize and maintain files accurately and efficiently.
4. Communicate clearly and effectively, orally and in writing.
5. Understand and follow written and oral instructions.
6. Learn and apply new information and skills.
7. Use tact, discretion and courtesy in dealing with sensitive situations and upset or dissatisfied individuals.
8. Establish and maintain effective working relationships with District administrators, staff, parents, students and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; and at least one year of office administrative or secretarial experience; or some combination of education, training and experience that produces the requisite knowledge and ability.

**Licenses; Certificates; Special Requirements:**

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**PHYSICAL AND MENTAL DEMANDS**

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

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person or by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms; Employees are frequently required to walk and stand; and lift up to 10 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, incumbents are regularly required to use written and oral communication skills; read and understand documents; analyze and solve routine office problems; learn and apply new information and skills; perform detailed work with frequent interruptions; work under deadlines; and interact with District administrators, staff, parents, students and others encountered in the course of work.

**WORK 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 individuals with disabilities to perform the essential functions.

Employees work under typical office conditions where the noise level is usually quiet. Employees may also work in a school office in which there is a significant volume of telephone and visitor interaction and the noise level is moderate.

Board Approval 10/2/2008