

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Middle School Enrollment and Office Assistant

BASIC FUNCTION:

Under the general supervision of the assigned site administrator, to perform responsible clerical functions pertaining to pupil enrollment at a middle school site; perform a wide variety of clerical functions, including typing and other general office duties.

ESSENTIAL DUTIES:

- Perform a variety of clerical tasks, including typing, proofreading, filing, and recording data
- Compile information and prepare reports and summaries
- Answers the telephone and provides the caller with routine information and data
- Assist the public and office visitors by answering routine inquiries by providing them with information and data, and by directing them to appropriate offices
- Maintain a variety of alphabetical, numerical, and subject matter files and records
- Type from rough drafts and notes, and prepare the final copy of the material, which may involve the utilization of transcription equipment
- Performs enrollment functions for new students
- Performs and maintains bookkeeping functions for the Associated Student Body (ASB)
- Perform a variety of data entry functions using a computer
- May compose routine letters and memoranda independently
- Receives, sorts, and distributes mail
- May receive and distribute books and other instructional materials or equipment
- Assist in the preparation and maintenance of student permanent records, including the recording of grades, test scores, attendance information, and a variety of confidential information
- Assist in the processing of student transcripts and records for distribution
- May receive money and prepare receipts for bank deposits
- Maintain simple financial or statistical records
- Residency verification and data confirmation

OTHER REPRESENTATIVE DUTIES:

- May assist with ordering and distributing supplies
- Assist with maintaining office equipment in proper working condition and arranging for repairs or supplies as needed
- Engage in cross-training on district functions and demonstrate the use of knowledge to support office needs
- Participates in job-related or District training as required
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern office methods, procedures, and techniques
- Appropriate English usage, spelling, grammar, punctuation, and mathematical concepts
- Standard office machines and equipment
- Record storage, retrieval, and management systems

Ability to:

- Perform general clerical work of average difficulty with speed and accuracy
- Make simple arithmetical calculations with speed and accuracy
- Communicate effectively in oral and written form

- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships

MINIMUM QUALIFICATIONS:

Experience:

One year of experience performing varied general office or clerical functions

Education:

Equivalent to completion of the twelfth grade, including or supplemented by coursework in keyboarding, record management, and general office practices.

LICENSES AND OTHER REQUIREMENTS:

Willingness to acquire-valid CPR and First Aid certifications issued by an authorized agency.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Professional appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, and squat
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of reading instructional materials, documents, and other printed matter, for observing students, and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions, and limitations of assigned duties

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District and speak, read, and write in English.