

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: OFFICE ASSISTANT I

#### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, provides general clerical support at an assigned school site or the District office; communicates information to staff and the public; prepares and maintains files, records and documents related to assigned activities.

#### **DISTINGUISHING CHARACTERISTICS:**

The Office Assistant I classification is the entry-level classification in the Office Assistant series and provides an opportunity to learn the terminology, processes and operations of an assigned school site or District office. Incumbents provide general and varied clerical support to an assigned office. The Office Assistant II classification provides diversified clerical support to a school or District office requiring an understanding of a process or functional area and requiring a higher level of independent judgement.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists with ill or injured students and contacts parents according to established procedures; provides basic health office support as needed; monitors students while visiting the office as needed.

Assists with processing of documents, forms, mailings and materials including those related to attendance, enrollments, parent contact and emergency information; assists with various duties pertaining to enrollment and registration as assigned; establishes and maintains filing systems.

Attends department and in-service meetings for the purpose of gathering information required to perform functions; assists with setting up meetings and scheduling activities as assigned; prepares related materials as required.

Collects data related to assigned activities, prepares reports and processes forms; inputs student registration and enrollment information into an assigned system; updates student information as needed; maintains manual and electronic documents and files; assures accuracy of input and output data.

Communicates with personnel, parents, the public and outside contacts to exchange information and resolve issues or concerns; responds to inquiries and provides information in accordance with administrative guidelines and legal requirements.

Distributes materials as needed; receives, sorts and distributes mail as assigned; sends and receives student records according to established procedures.

Operates a variety of office equipment including a copier, fax machine, telephone, computer and assigned software.

Provides general clerical support at assigned school site or the District office; greets and assists office visitors; initiates and receives telephone calls, screens and transfers calls, responds to inquiries and takes messages as needed.

Prepares standardized documents and makes copies of various documents related to assigned activities including forms, letters, memos, calendars and bulletins for the purpose of communicating information to other parties.

Submits requisitions for supplies and materials including forms and office supplies according to established procedures; maintains adequate inventory levels of assigned supplies as required; assists with submitting purchase orders as assigned.

##### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Basic record-keeping and filing techniques.

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

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic math, including calculations using fractions, percent's, and/or ratios.

**ABILITY TO:**

- Perform a variety of general clerical duties in support of an assigned office or program.
- Answer telephones and greet the public courteously.
- Learn department or program objectives, policies, procedures and goals.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Receive, sort and distribute mail.
- Type and input data at an acceptable rate of speed.
- Perform arithmetic calculations quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and six months of clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's Job Related Proficiency Test.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 9/28/17

**Salary Range**

Classified 21