

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: OFFICE ASSISTANT II

BASIC FUNCTION:

Under the direction of assigned supervisor, provides a variety of responsible clerical support to an assigned department or program; communicates information to staff and the public and provides information related to assigned program and activities; prepares and maintains a variety of records and reports related to assigned programs and activities.

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists with special projects for the assigned department or program as needed; researches requested information as assigned.

Communicates with various District personnel, departments, school sites and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Compiles data from a variety of sources, prepares reports and processes forms related to assigned duties, department and program; inputs and updates a variety of data and information related to program or department into an assigned system including personnel and substitute information, student information and related program data; identifies data entry discrepancies, makes necessary corrections and assures accuracy of input data.

Coordinates a variety of projects, functions and program-related matters including meetings, in-service events, travel plans, accommodations and trainings as assigned; schedules a variety of activities including meetings, appointments and facility usage.

Greets and assists office visitors; initiates and receives telephone calls, screens and transfers calls and takes messages as needed; assists with providing front desk support as needed.

Maintains inventory of supplies and materials including forms and office supplies; assures availability of needed items and maintains supply levels; submits requisitions for assigned supplies and materials according to established procedures and distributes materials accordingly.

Maintains manual and electronic documents files, records and reports related to assigned duties; establishes and maintains filing systems; updates and maintains personnel files as assigned; prepares standardized documents and reports according to established procedures.

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

Processes various documents and materials related to assigned activities including requisitions, work orders, expense claims, invoices, fees, enrollment and personnel data as assigned; prepares informational packets as assigned; provides required materials and information in compliance with established program or department requirements.

Provides a variety of responsible clerical support to an assigned department or program; responds to inquiries, answers questions and provides a variety of general information to personnel, students, parents and the general public related to office, department or program activities, policies and procedures; directs inquiries to the appropriate personnel or department as needed.

OTHER DUTIES:

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Policies and objectives of assigned programs and activities.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

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 diversified clerical duties in support of an assigned office or program.

Answer telephones and greet the public courteously.

Learn, interpret, apply and explain applicable laws, codes, rules and regulations.

Maintain records and prepare reports.

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.

Meet schedules and timelines.

Perform arithmetic calculations quickly and accurately.

Type or input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and one year of general 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.

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

Lifting, carrying, pushing or pulling light objects.

FLSA Status

Non Exempt

Approval Date

3/01/08, 5/21/12, 9/28/17