



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Office Assistant CTE	<b>Location:</b>	School Site
<b>Reports To:</b>	CTE Coordinator/Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	207 days / 10 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

High school diploma or equivalent. Fiscal-School Budget experience. Familiar with both PC and Apple platforms.

### Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

Under direction, the Office Assistant shall be expected to perform a variety of clerical and occasional secretarial activities. This person shall be responsible for performing some typing, duplicating, correlating, posting, filing, and other routine tasks necessary to the operation of a school or a department. This individual will be expected to work accurately and handle routine efficiently and effectively. This person must be able to have an understanding of the necessity of confidentiality with the material and information that this position may handle.

### Qualifications

- Demonstrated typing skills
- Computer literacy (Excel, PowerPoint, Word, Outlook)
- Ability to communicate effectively, orally and in writing
- Ability to relate well with staff and public
- Operation of routine office equipment
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

### Responsibilities and Requirements

- Assist in the conduct of activities wherever assigned in that facility: LHUSD Career and Technology Education department, associated partnerships with Western Arizona Vocational Education WAVE #50 (Joint Technical Education district {JTED}), and Mohave Community College (MCC).
- Answer phones and relay messages, providing a tactful, courteous and informed contact for staff, parents, and the community.
- Assist in preparation of bulletins, newsletters and parents and staff notification.
- Assist with the preparation of reports, assessment proctoring, data input and projects assigned.
- Relieve other employees in the performance of their function for scheduled breaks and/or lunch periods.
- Assist with the preparation of travel requests, vehicle requests, expense reports, travel arrangements, purchase orders.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Cooperate with office personnel in establishing the smooth operation of the facility assigned.
- Act as liaison with the District Office Grants Department.
- Be constantly aware of the importance of public relations in all aspects in the performance of these duties.
- Perform other duties when assigned by the immediate supervisor.

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### Other Information:

- Must be able to pass a fingerprint clearance and background check



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### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.