

## OFFICE ASSISTANT

### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties in support of assigned school office.

### REPRESENTATIVE DUTIES:

- Answer phones and greet visitors; take and relay messages; open, sort and route mail and communications. **E**
- Provide information or assistance to students, parents, staff, the public and administrators; apply and explain District policies and school procedures and regulations. **E**
- Duplicate materials as assigned; collate, staple and stack materials per instructions; package completed copies and distribute materials according to established timelines. **E**
- Inventory and order office, classroom and school supplies, materials and equipment as assigned; check in and distribute orders as appropriate. **E**
- Prepare and maintain a variety of records, logs and files as required. **E**
- Assist attendance and other functions with routine duties as assigned by the position such as verifying absences; prepare and maintain reports and lists according to established procedures. **E**
- Operate a copier, postage machine and other office equipment as assigned; assure proper maintenance of equipment. **E**
- Deliver messages, lunches, gym clothes and other materials to classrooms as needed.
- Translate for parents or students in a designated second language as required by the position.
- Plan and organize workload for maximum efficiency.
- Perform related duties as assigned.

### KNOWLEDGE OF:

Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.

### ABILITY TO:

Type 45 wpm net from clear copy; original certificate dated within 6 months is acceptable.  
Perform a variety of clerical duties in support of assigned school office or program.  
Understand and follow oral and written directions.  
Communicate effectively with students, parents, staff and administration.  
Learn, interpret and explain rules, regulations, policies and procedures.  
Maintain records and prepare reports.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Operate a variety of office machines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may require bilingual skills.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting moderately heavy objects.

11/14/96  
SMJUHSD  
Range 12