



Sequoia Union High School District

Job Description

JOB TITLE:	Office Assistant
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	9.0
WORK - YEAR / HOURS:	10, 11, 12 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	11/5/1997

DEFINITION

Under general supervision, to perform a variety of moderately complex clerical office duties to include typing/word processing, filing, data entry and retrieval, document preparation and review, reception, record keeping and reporting, and/or specialized processing related to the department to which assigned; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a broad journey-level class encompassing a wide variety of clerical assignments. Incumbents may work in a school or district office setting and may perform either a variety of general office work or a more narrow range of specialized duties. Although specific tasks vary according to assignment, all positions are characterized by the performance of standardized duties involving specific routines, and the presence of fairly clear guidelines from which to make decisions. Incumbents exercise judgment to apply the guidelines, procedures and work methods of the department and to adapt to a variety of situations.

This class is distinguished from the Senior Office Assistant, which is an advanced journey-level class performing the more difficult and complex office support duties requiring specialized knowledge and skills.

EXAMPLES OF DUTIES

- Performs a variety of support duties related to the work unit to assist staff in less complex sub professional office activities;
- Types/word processes correspondence, reports, bulletins, handbooks, questionnaires, requisitions, contracts, tests, instructional materials, and/or other specialized documents related to the assigned functional unit, from notes, rough drafts, or verbal instructions; proofreads and reviews documents for accuracy, completeness, and conformance to procedures;
- Enters and retrieves data from computer systems; generates standardized reports and forms;

- Compiles and tabulates data; gathers information from various sources and processes forms, records, and related documents specific to assignment;
- Serves as receptionist for students, faculty and the general public; answers inquiries and gives out factual information concerning standards, procedures, and programs;
- Establishes and maintains office and student-related files;
- May schedule appointments and meetings and maintain calendars;
- Receives sorts and distributes incoming and outgoing mail; orders office supplies; collects fees and issues receipts; operates standard office equipment; and performs related clerical tasks in support of office operations.

QUALIFICATIONS

Knowledge of:

- Basic office practices and procedures, including correspondence, record keeping, telephone techniques, filing systems, and operation of common office equipment and computer hardware and software.
- Proper English usage, grammar, punctuation, vocabulary and spelling.

Skill in:

- Performing a variety of routine to moderately complex clerical work with speed and accuracy.
- Interacting effectively with a diverse public and district staff.
- Accurately typing/word processing at a rate of 45 words per minute.
- Compiling, organizing, composing, maintaining, and disseminating a variety of information, reports, correspondence and records.
- Clearly and correctly writing, reading and speaking in English.
- Operating standard office equipment including computers.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, and six months to one year of clerical experience.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in

person.

- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

Some positions may require a valid California Driver License, and willingness and ability to travel to various sites within the bay area.

Some positions may require the ability to speak, read and write in a language other than English.