



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor to perform a variety of general clerical duties in support of an assigned office; answer phones and greet and assist students, parents and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials.

Type letters, forms, memoranda, bulletins, reports, lists requisitions, flyers or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to District personnel, students, parents and the general public.

Compile information and prepare and maintain logs, files and records related to assigned activities; review and verify the accuracy and completeness of various documents; process forms and applications.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Communicate with other departments, District staff and outside organizations to exchange information and resolve issues or concerns related to assigned activities.

Assist in monitoring inventory levels of office supplies and materials; assist with ordering, receiving and maintaining inventory of office supplies and materials.

Office Assistant - Continued

Participate in a variety of school office functions such as registration, attendance and fee collection as assigned by the position.

Assist with administering basic first aid to students and staff as assigned by the position; prepares and maintains related records; administer medications as directed; notify parents of ill or injured students as needed.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform 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 standard office equipment including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY:

- Perform routine clerical duties such as filing, typing, duplicating and maintaining routine records.
- Answer telephones and greet the public courteously.
- Type or input data at 40 words per minute from clear copy.
- Operate a variety of standard office equipment including a computer.
- 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.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Office Assistant - Continued

Any combination of education, training and/or experience equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and Other Requirements:

Some positions in this classification may require a valid First Aid Certificate issued by an authorized agency within three months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 25