



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED 10/19/2022

| <u>OFFICE ASSISTANT</u> | |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| DEPARTMENT/SITE: District Department or School Site REPORTS TO: Designated supervisor | SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 15 WORK CALENDAR: Varies FLSA: Non-Exempt |

PURPOSE STATEMENT:
 Under the general direction of the supervisor, the Office Assistant provides clerical support to assigned personnel; communicates information to staff and the public; provides complete and accurate records; and provides information and/or direction as may be requested. The incumbents in this classification provide the school community with clerical support activities which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS
 Positions in this class work in either a school or department office providing general clerical support, customer service, and records maintenance. This class differs from the higher-level Office Technician class that provides varied clerical support for a department office. Also, at this level is the School Office Technician class which supports the instructional process with school office clerical activities and assists with the assessment program. The Office Assistant also differs from the Receptionist class which is the entry-level class in the Administrative Services series and performs more routine clerical functions including answering the phone and greeting visitors.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:
The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Assists with processing of documents, forms, mailings and materials (e.g., attendance, enrollments, scoring tests) to disseminate information to appropriate parties.
- Attends department and/or in-service meetings, trainings, and/or workshops.
- Collects data to prepare reports and/or process forms.
- Distributes materials (e.g. test scores) to appropriate staff member or outside party.
- Maintains inventory of supplies and materials (e.g., forms, office supplies).
- Maintains manual and electronic documents files and records (e.g., letters, forms, reports) to provide up-to-date information and/or historical reference.
- Performs general clerical functions such as copying, faxing, data entry, filing, and answering phones.
- Prepares standardized documents (e.g., form letters and memos) to communicate information to other parties.
- Responds to inquiries over the phone and in-person to provide information and/or direction.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit, including various mandatory district trainings.

KNOWLEDGE, SKILLS AND ABILITIES
(At time of application)

MUSD BOARD APPROVED: DECEMBER 12, 2023
MOTION NO. 58-2023/24
DOCUMENT NO. 202-2023/24

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation, and spelling
- Usage of common office equipment
- Current office methods and practices
- Computer usage and pertinent software applications
- Customer service principles and practices

Skills and Abilities to:

- Prepare and maintain accurate records
- Train others
- Understand multi-step written and oral written procedures
- Gather, collate, and/or classify data
- Work with a wide diversity of individuals in a variety of circumstances
- Problem solve to identify issues and select action plans
- Establish and maintain effective working relationships
- Work as part of a team
- Read, write, and communicate clearly in both English and a second language (usually Spanish) may be required
- Provide quality customer service

RESPONSIBILITY:

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is some opportunity to affect the organization’s services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Six (6) months of clerical experience in an office environment

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License, or other means of transportation to perform deliveries at times.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District’s provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed in an indoor office environment, requiring extensive sitting, and some standing and walking
- Moderate lifting, carrying, pushing, and/or pulling of boxes and files
- Stooping, kneeling, crouching, and/or crawling to access files
- Manual dexterity to operate a computer keyboard and other office equipment, handle files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen