

Madera Unified School District Classified Job Description

Office Assistant

Purpose Statement

The job of Office Assistant was established for the purpose/s of supporting the educational process with specific responsibilities for providing clerical support to assigned personnel; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Assigned Supervisor.

Essential Functions

- Assists with processing of documents, forms, mailings and materials (e.g. attendance, enrollments, scoring tests, etc.) for the purpose of disseminating information to appropriate parties.
- Attends department and/or in-service meetings, trainings, and/or workshops for the purpose of gathering information required to perform functions.
- Collects data for the purpose of preparing reports and/or processing forms.
- Distributes materials (e.g. test scores, etc.) for the purpose of ensuring delivery to addressee.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Maintains manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs general clerical functions (e.g. copying, faxing, data entry, filing, answering phones, etc.) for the purpose of supporting office functions.
- Prepares standardized documents (e.g. form letters and memos, etc.) for the purpose of communicating information to other parties.
- Reports suspected incidents to the appropriate parties (e.g. authorities, personnel, manager, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquires for the purpose of providing information and/or direction.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; preparing and maintaining accurate records; and training others.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practices.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working as part of a team; and the ability to read, write, and communicate clearly in both English and a second language (usually Spanish) maybe required.

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 effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience Six months of clerical experience in an office environment.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Certificates

Valid CDL

Continuing Educ./Training

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands (A)

FLSA Status

Approval Date

Salary Range

Non Exempt

8/18/11