

	<b>School Office Assistant</b>  (Previously Clerk and Senior Clerk)	<b>Classified Position</b>  Initial Date: June 29, 1994 Board Approval: April 24, 2012 Revision Date: April 24, 2012 Personnel Commission: 5/16/2012 Range: 41 Reports to Site Administrator
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Performs a variety of general clerical duties in support of school operations and activities within a framework of standard policies and procedures. Assists in student data processing functions at assigned school site. This job classification requires a high degree of positive contact with students, staff, and the general public.

**REPRESENTATIVE DUTIES:**

- Processes, verifies, reports and maintains attendance records; maintains a variety of student records including but not limited to student health records
- Maintains positive contact with parent or guardians to determine and verify excused and unexcused absences
- Acts as information source regarding office/program policies, procedures, standards and requirements; provides a variety of information and assistance in answering phone calls and greeting visitors
- Prepare, print, and distribute various forms/certificates; type letters, lists, memoranda, bulletins, flyers, labels, notices, and routine correspondence.
- Compile information and maintain various records and logs related to students, attendance, staff and assigned activities; establish and maintain filing systems; prepare routine reports as assigned
- Establishes and maintains a variety of manual and computerized records and files; develops and prepares worksheets and record keeping systems
- Posts, maintains, updates computerized budget records and lists
- May order, receive, store, inventory, and issue supplies; maintains appropriate budget, billing, and/or inventory records
- Performs a variety of general clerical duties such as filing, copying, screening calls, taking messages, and scheduling appointments
- May receive, process, distribute and retrieve testing materials and documents
- Performs basic First Aid in accordance with established district policies and guidelines, contacts parents, and maintains appropriate records
- Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Ability to effectively communicate in both oral and written form and knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of modern office practices, procedures and equipment and ability to operate standard office equipment
- Knowledge of computerized and/or manual record keeping methods, techniques, or systems including spreadsheet and word processing systems as well as maintaining computerized systems
- Knowledge of basic financial record keeping practices and method
- Ability to perform general clerical work with speed and accuracy
- Skill in learning, interpreting, and applying procedures, standards, and requirements of

- assigned program/office
- Skill in accurately performing basic mathematical calculations
- Ability to pass a standardized typing test at the rate of 45 words net per minute.
- Ability to plan and organize assigned tasks so as to meet established timelines
- Ability to understand and follow both oral and written instruction in an independent manner
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties
- Ability to perform basic first aid care according to established policies and guidelines

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- One to two years of secretarial/clerical experience is desired
- Typing Certificate is required, net 45 wpm desired
- Bilingual ability may be desirable

**LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License
- May require pre-employment physical examination

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Primarily indoor working environment; office

**PHYSICAL DEMANDS:**

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.