

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL OFFICE ASSISTANT II**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform complex and varied clerical support duties requiring an understanding of the operations, procedures and functions of an assigned school office; assist in assuring smooth office operations.

#### **DISTINGUISHING CHARACTERISTICS:**

The School Office Assistant II classification provides the more complex and responsible clerical support requiring knowledge of the operations, procedures and functions of an assigned school office. The School Office Assistant I classification is the entry-level class in the School Office Assistant series and provides an opportunity to learn the terminology, processes and operations of an assigned school office.

#### **ESSENTIAL FUNCTIONS:**

Perform complex and varied clerical support duties requiring an understanding of the operations, procedures and functions of an assigned school office; assist in assuring smooth office operations.

Initiate and receive telephone calls; screen and route calls; take and relay messages; explain school and District policies and procedures; resolve issues as appropriate; monitor and maintain acceptable student behavior in the office.

Communicate with administrators, District and school staff and outside organizations regarding office operations, activities, supplies, policies and procedures, and student information; maintain schedules and calendars as assigned by the position.

Maintain a variety of operational records and files such as student attendance, enrollment, health, cumulative and registration; scan daily attendance sheets; sort and file materials according to established procedures.

Establish and maintain various operational records, logs and files for school office functions such as student counseling activities, enrollment, registration, testing, graduation, immunization, attendance and health; sort, file and purge materials according to established procedures.

Maintain and process information related to assigned operational records; calculate totals and subtotals; compile summaries and information for routine reports as directed.

Compose correspondence independently or from oral instructions; type letters, reports, memoranda, expulsion paperwork, records, requisitions and other materials from straight copy, rough drafts or oral instructions; proofread and verify accuracy and completeness of documents.

Input information into computerized database and generate a variety of reports and lists; assure the

timely distribution and receipt of a variety of records and reports; request or provide information as necessary.

Receive, sort and distribute mail; maintain inventory, requisition, receive, store and distribute office, classroom and school supplies, materials and equipment; follow up with vendors concerning missing or incorrect orders.

Participate in a variety of school office functions such as enrollment, registration, counseling and attendance as assigned by the position; contact parents and guardians to verify absences; issue readmits to students.

Collect various monies and fees for assigned school office; prepare bank deposits and maintain related records.

Operate a variety of office equipment, including but not limited to, a computer, laminator, fax machine, copier and calculator.

Administer basic first aid to students and staff; notify parents of ill or injured students; administer medication to student in accordance with physician instructions and District policies.

Assist teachers with preparing materials; duplicate, collate, staple, bind and laminate various materials; distribute materials as assigned.

Train and provide work direction and guidance to student assistants.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Terminology, processes and operations of assigned school office.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, rules and regulations related to assigned activities.

Oral and written communication skills.

Proper methods of storing equipment, materials and supplies.

Basic math.

First Aid and CPR techniques.

**ABILITY TO:**

Perform complex and varied clerical support duties.

Communicate effectively with students, parents, staff and administration.

Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.  
Answer telephones and greet the public courteously.  
Prepare and maintain records, logs and files.  
Administer First Aid and CPR.  
Type at a minimum of 35 words per minute from clear copy.  
Compile, assemble, verify and prepare data for records and reports.  
Determine appropriate action within clearly defined guidelines.  
Compose correspondence and written materials independently.  
Understand and follow oral and written instructions.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Add, subtract, multiply and divide quickly and accurately.  
Operate a variety of office equipment including a computer and assigned software.  
Complete work with many interruptions.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information in person and on the telephone.  
Sit or stand for extended periods of time.  
See to read a variety of materials.  
Bend at the waist, kneel or crouch to file materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years of clerical experience involving frequent public contact.

**LICENSES AND OTHER REQUIREMENTS:**

Typing Certificate with 35 words per minute minimum.  
Possession of a valid First Aid, CPR and AED Certificate issued by the American Red Cross or other authorized agency identified by Elk Grove Unified School District, within six months of initial employment. No online courses for CPR and AED will be accepted. Additionally, the Certificate must be renewed before its expiration.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.  
Constant interruptions.