

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE ASSISTANT I

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

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. 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.

ESSENTIAL FUNCTIONS:

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

Serve as a receptionist; answer telephones, and greet and assist visitors; take messages and provide information related to school programs, schedules, activities, procedures and other information as requested; direct calls to appropriate personnel; monitor and maintain acceptable student behavior in the office.

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.

Assist in maintaining a variety of operational records and files such as student attendance, enrollment, health, cumulative and registration; enter attendance in SISWEB; sort and file materials according to established procedures.

Assist in maintaining and processing information related to assigned operational records; calculate totals and subtotals; compile summaries and information for routine reports as directed.

Receive, sort and distribute mail and supplies; assist in maintaining inventory of office and school supplies.

Assist teachers with preparing classroom materials; duplicate, collate, staple, bind and laminate various materials.

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

Notify parents of ill or injured students; assist in administering medication to students in accordance with physician instructions and District policies.

Assist with scheduling meetings and appointments for site administrator; assist in maintaining calendars.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Proper methods of storing equipment, materials and supplies.
Basic math.

ABILITY TO:

Perform a variety of general clerical duties.
Learn basic terminology, processes and operations of assigned school office.
Learn, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.
Answer telephones and greet the public courteously.
Maintain records and files.
Type at a minimum of 35 words per minute from clear copy.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Receive, sort and distribute mail.
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 one year of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Typing Certificate with 35 words per minute minimum.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.