POSITION DESCRIPTION

TITLE: Office Assistant
LOCATION: Elementary
REPORTS TO: Principal/Associate Principal(s)
DEPARTMENT: Elementary

SUMMARY STATEMENT:
The Office Assistant at the elementary level will assist the office staff in various clerical routines, making sure that student, staff, building, District, and community needs are being met in a timely manner. This Office Assistant position was established to assist those buildings where enrollment is 650 or more.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public in person, by telephone, via E-mail, and in writing.
2. Greet and assist all persons who enter the building in a positive manner.
3. Distribute all incoming mail.
4. Answer the telephone, transferring calls, forwarding messages, and answering inquiries when appropriate.
5. Perform filing when necessary.
6. Photocopy as necessary.
7. Assist in processing student records and records requests.
8. Perform various typing/keyboarding as requested.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Hearing (66-100%)  Speaking (66-100%)
Standing (33-66%)  Sitting (33-66%)  Writing (66-100%)
Pushing (Up to 33%)  Pulling (Up to 33%)  Acceptable Attendance
Bending (Up to 33%)  Stooping (Up to 33%)  Lifting/Carrying Up to 50 lbs. (33-66%)
Use of hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Problem Solving (66-100%)  Confidentiality (66-100%)
Verbal Communication (66-100%)  Written Communication (66-100%)  Constant Interruptions (66-100%)
Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, calculator, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.
MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Light typing/keyboarding.
2. A minimum of one year of related experience, or equivalent training.
3. Demonstrated ability to communicate effectively and possess a positive attitude.
4. Knowledge of or willingness to learn computer skills.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Must be able to work with constant interruptions in a positive manner.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated ability to maintain confidentiality of sensitive information.
9. Demonstrated organizational skills and the ability to follow through.
10. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

189-190 Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ________________________________ Date: ________________

District: ________________________________ Date: ________________

Revised Date: 01/27/99
Classification: Secretarial
Class: Class I
Display on Web? Yes

Office Assistant