

## **OFFICE ASSISTANT I**

### **DEFINITION**

Under general supervision and working within defined guidelines, performs a variety of general office support duties in an elementary school setting; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

Office Assistant I is the entry-level in the general office support series, normally working at an elementary school site. Work is performed under established guidelines and supervisory assistance is available in unusual situations. The work requires interaction with students, parents and school site staff. This class is distinguished from Office Assistant II in that the latter is an experienced office support classification, expected to work with greater independence of action.

### **EXAMPLES OF DUTIES**

Provides routine information to students, parents and the general public over the telephone and in person.

Distributes registration packets; receives forms and reviews them for completeness, verifies birth dates, immunization records and residence information.

Maintains accurate attendance records and prepares standard reports; generates truancy letters.

Verifies reasons for student absences, past attendance records, and writes absent and tardy slips.

Issues admit slips and off-the-grounds passes; processes required documentation for students coming into or leaving the assigned school site.

Performs a variety of standard office support tasks including proofreading, filing, making copies and checking and recording information.

Types or word processes letters, memoranda, book lists, bulletins or other materials, from rough drafts, prior materials or clear instructions.

Operates a variety of office equipment, including a computer and associated software.

Processes and mails letters, forms and applications; receives, sorts and distributes incoming mail.

Sorts and files documents and records according to predetermined classifications, maintaining alphabetical index and cross-reference files.

Performs basic mathematical calculations; verifies lunch vouchers and counts.

Maintains records of revolving cash and student body funds; collects, records and deposits cash.

Administers minor first aid and calls school nurse and/or parents when students are more seriously ill or injured; distributes and logs student medications, following strict procedures.

Assists school site secretary with a variety of general office clerical functions.

Participates as required for disaster/fire drills.

Maintains and handles requests for files.

May act as receptionist and schedule appointments as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Standard office methods, practices and procedures, including filing and basic computer software applications.

Standard English usage, including spelling and grammar.

Basic business mathematics.

Receptionist and telephone techniques.

Record keeping methods.

Techniques for effectively dealing with elementary school children.

#### **Skill in:**

Performing basic office support work, following established procedures.

Making basic mathematical calculations with speed and accuracy.

Using appropriate English, including correct spelling and grammar.

Typing or word processing with sufficient speed and accuracy to perform the work.

Operating standard office equipment.

Maintaining accurate records and files.

Understanding and following oral and written directions.

Establishing and maintaining cooperative relationships with those contacted in the course of work.

**Education:**

Equivalent to graduation from high school.

**Experience:**

Six months of office support experience. Experience at a school site and/or dealing with the public is desirable.

**Physical Demands:**

Must possess mobility to work in a standard office and/or school setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 3/75

R: 3/80

R: 11/85

R: 2/97

R: 2/03