

OFFICE ASSISTANT III

DEFINITION

Under general supervision, performs a wide variety of responsible and complex office administrative or secretarial work at the District administrative office for a specified function and/or one or multiple programs; and performs related work as assigned.

CLASS CHARACTERISTICS

Office Assistant III is the advanced/specialist level class of the office support series. The work is performed independently and requires the interpretation and application of various policies and procedures, often with District-wide or grant and/or program implications. This class is distinguished from School Office Assistant in that the latter provides critical records and scheduling assistance, normally at a high school site. It is further distinguished from the Staff Secretary series by their responsibility for providing significant secretarial and office administrative support to a District mid-management or management position and associated staff.

EXAMPLES OF DUTIES

Performs a wide variety of responsible and complex office administrative or secretarial work including verifying and recording information; compiling data for and preparing reports for District services, scheduling, coordinating and tracking office activities and creating and maintaining filing systems.

Provides information, which may require the interpretation, application and explanation of rules and practices, concerning the department's activities for callers in person or over the telephone; refers callers to other individuals or sources of information; schedules appointments with the administrative or other staff, as appropriate.

Receives, opens and routes mail to appropriate personnel; screens material that requires immediate attention or follow-up; retrieves materials from files and attaches where appropriate.

Composes correspondence pertaining to District activities, either independently, or from brief notes or from oral instructions; may transcribe non-verbatim minutes of meetings.

Prepares masters for duplication; assists in preparing and distributing materials such as notices, agendas, minutes and general correspondence.

Operates, enters and maintains data on computers and other standard office equipment.

Compiles, computes and prepares financial, statistical, program activity and other information for reports and surveys.

Assists with the preparation and monitoring of budget(s) and/or grants in the functional area to which assigned.

Prepares, reviews, tracks and processes a variety of District materials, including requisitions, purchase orders, work orders, invoices and forms for supplies and materials related to the assigned function.

Maintains an inventory of supplies and equipment.

Performs a variety of duties related to the office to which assigned, including, but not limited to: computing enrollment projections, coordinating, scheduling, reporting and providing information regarding District testing activities, processing claims against the District for property damage or injuries and coordinating facility rentals and usage.

May prepare special notices, agendas and forms as assigned.

QUALIFICATIONS

Knowledge of:

Operations, procedures, specific rules and related to the functional area to which assigned.

Standard office methods, practices, procedures and equipment.

Computer applications related to the work, including word processing, spreadsheet and database applications.

Business mathematics and statistical reporting practices.

Standard English usage, including spelling, grammar and punctuation.

Record keeping and report preparation methods.

Interpersonal skills including tact, courtesy and patience.

Skill in:

Learning, interpreting, applying and explaining specific rules, policies and procedures related to the work.

Performing a variety of responsible and office administrative support work with a minimum of supervision.

Making mathematical calculations quickly and accurately.

Using sound independent judgment within general policy and procedural guidelines.

Entering, retrieving and modifying data with a computer with sufficient speed and accuracy to perform the work.

Prioritizing own work, performing several tasks at one time and meeting critical deadlines.

Typing or word processing at a rate of 50 words per minute from clear copy.

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

Education:

Equivalent to graduation from high school. Supplemental course work in office administration, computer usage, business subjects or a related field is highly desirable.

Experience:

Two years of office support experience. Experience at a school site or school district setting and/or dealing with the public is desirable.

Physical Demands:

Must possess mobility to work in a standard office 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: 03/75

R: 03/80

R: 11/85

R: 02/03