

**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
**San Juan Capistrano, California**

**BILINGUAL INTERMEDIATE OFFICE ASSISTANT**

Range 27

**DEFINITION**

Under general supervision, to perform a variety of technical and complex clerical tasks; to be responsible for coordinating and organizing a specific set of functional activities within a department; and to provide information and assistance requiring a thorough knowledge of departmental policies and procedures.

**EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs complex and technical clerical work requiring a familiarity with policies, practices and procedures pertaining to the assigned department.
2. Reviews, audits, and monitors a variety of records, files, and statistical information.
3. Organizes, coordinates, and participates in the preparation of documents and records including forms, requisitions, work orders, board agenda items, and a variety of other materials.
4. Receives, sorts, and distributes incoming mail.
5. Initiates and receives telephone calls regarding departmental procedures and functions.
6. Schedules and calendars appointments.
7. Utilizes a computer terminal or microcomputer to enter data and extract reports.
8. Establishes and maintains a variety of alphabetical, numerical, and subject matter files and records.
9. Orders, receives, and stores office supplies.
10. May assist in the orientation and training of other clerical personnel.
11. Prepares correspondence, forms, requisitions, and other materials using a microcomputer or typewriter.
12. Compiles and prepares various departmental records and reports.
13. May calculate fees and maintain financial records.
14. Operates a variety of office equipment, including microcomputer, computer terminal, calculator, and copier.
15. Provides information in Spanish and English to schools and parents on procedures for processing department request forms.
16. Translates documents to and from Spanish.
17. May act as interpreter for staff and parents.

**QUALIFICATIONS**

**Knowledge of:**

Modern office methods, practices, and procedures; correct English usage, spelling, grammar, and

punctuation; standard office machines including computers.

## **CAPISTRANO UNIFIED SCHOOL DISTRICT**

### **Bilingual Intermediate Office Assistant – Page 2**

#### **Ability to:**

Read and speak Spanish; translate oral and written communications to and from Spanish; perform complex clerical work requiring accuracy and attention to detail; effectively and efficiently operate office equipment including microcomputer, computer terminal, typewriter and calculator; keyboard or type at a net corrected speed of 45 words per minute; understand and carry out oral and written instructions; communicate effectively both in oral and written form; establish and maintain cooperative working relationships; have an understanding and appreciation of human diversity; pass a district proficiency test in Spanish; comply with the District's customer service standards, as outlined in Board Policy.

#### **Education/Experience:**

Equivalent to the completion of the twelfth grade. Two years general clerical experience including the use of computers.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.