

INTERMEDIATE OFFICE ASSISTANT

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. Assists telephone callers and office visitors by answering routine inquiries, providing departmental information, or directing to appropriate staff member.
3. Performs a variety of data entry and extracts information and reports from automated systems.
4. Reviews, audits, and monitors a variety of records, files, and statistical information; maintains student cumulative files; processes outgoing student records.
5. 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.
6. Processes requests for various information from schools, other districts, external agencies and the public.
7. Enters data for purchase orders and reviews and checks requisitions for accuracy and completeness.
8. Distributes copies of purchasing documents and records and maintains manual and computerized files on services purchased, costs, delivery and performance.
9. Unpacks and inspects deliveries for damage and compare items and quantities against purchase orders.
10. Orders and expedites delivery of testing materials to and from school sites and processing centers.
11. Organizes and consolidates testing materials for return to testing/processing centers.
12. Maintains adequate inventory of testing supplies and materials.
13. Collects fees for transportation services; communicates with parents to resolve issues regarding bus passes and denial of transportation.
14. Receives, sorts, and distributes incoming mail.
15. Schedules and calendars appointments.
16. Utilizes a personal computer to enter data and extract reports.
17. Establishes and maintains a variety of alphabetical, numerical, and subject matter files and records.
18. Orders, receives, and stores office supplies as needed.
19. May assist in the orientation and training of other clerical personnel.
20. Prepares correspondence, forms, requisitions, and other materials using a personal computer or typewriter.
21. Compiles and prepares various departmental records and reports.
22. Operates a variety of office equipment, including personal computer, calculator, and copier.
23. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices, and procedures including receptionist and telephone techniques; methods and techniques of filing and record keeping; correct English usage, spelling, grammar, and punctuation; correspondence and report writing; standard office machines including computers and supporting software applications.

Ability to:

Perform complex clerical work requiring accuracy and attention to detail; effectively and efficiently operate office equipment including personal computer, typewriter and calculator; type or enter data at a speed necessary for successful job performance; maintain comprehensive and accurate files and records; prepare various correspondence, letters and reports; communicate effectively both in oral and written form; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and two years general clerical experience including the use of computers.

License/Certificate Requirement:

Possession of a valid California Driver's License.

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 standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office 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.