



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>OFFICE ASSISTANT I</u>			
DEPARTMENT/SITE:	District Department or School Site	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	13 per 2021/2022 Schedule
		WORK YEAR:	11 Months (206 Days)
REPORTS TO:	Assigned Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical duties in support of an assigned school office, department or program; answer phones and greet and assist students, parents, staff and visitors. The incumbents in this classification assist in providing students with general clerical duties which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Office Assistant I** classification is the entry-level classification in the **Office Assistant** series and provides an opportunity to learn the terminology, processes, and operations of an assigned office. Incumbents provide general and varied clerical support to an office and typically work under immediate supervision and usually support other higher-level clerical or secretarial staff. The **Office Assistant II** classification provides diversified clerical support to an office, requiring an understanding of a process or functional area.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of general clerical duties in support of an assigned office, department, or program; operate a computer to enter data or prepare routine information on a variety of written materials such as forms, notices, bulletins, letters, or lists from straight copy or rough draft.

Serve as school or office receptionist, answering phones, taking and relaying messages as appropriate; waiting on counter to assist students with absence slips, notes, and other related issues; and staff; provide routine information and assistance to staff; duplicate, collate, and distribute materials and information.

Assist with student registration and enrollment activities as assigned; input student information into computer system; follow up on missing forms or information with students and parents; distribute and file forms in student cumulative (cum) folders; assist with Chromebook distribution and insurance.

File alphabetically, chronologically, and numerically; maintain files and records such as cum folders and perform attendance accounting as assigned.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer, scanner, laminator, and assigned software.

Receive, sort, and distribute mail and packages; prepare and distribute informational packets, enrollment packets, and bulk mailings as directed.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Assist in monitoring, ordering, receiving, and maintaining inventory levels of office supplies.

Assist in health office; log injury or illness according to established procedures; administer first aid/CPR and dispense medication as prescribed by a physician as assigned; provide specialized services including toileting, changing soiled clothing, during the absence of other trained staff as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Modern office practices, procedures, and equipment, including computers, and calculators.

Telephone techniques and etiquette.

Basic record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Operation of a computer and assigned software, (e.g., Google Office Suite, Zangle).

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned office or program.

Perform clerical duties such as filing, duplicating, and computer work.

Keyboard or input data at an acceptable rate of speed.

Answer telephones and greet the public courteously.

File alphabetically, numerically, chronologically, and categorically.

Operate office equipment such as computers and related software, copiers, calculators, and other office equipment.

Learn, apply, and explain a variety of rules, regulations, and department and District policies.

Understand and follow oral and written instructions.

Be trained in basic and emergency first aid and CPR and follow physician directions regarding medication.

Complete work with many interruptions.

Receive, sort, and distribute mail.

Communicate effectively both orally and in writing.

Establish and maintain effective and cooperative working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and one year of general office clerical experience involving public contact in a large organization, school district preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by the American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Seeing to view a computer monitor and read, prepare and assure the accuracy of a variety of materials

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders, and horizontally.

Occasionally lift and/or move objects weighing up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 12/91; Rev. 3/94, 8/98, 09/01; 06/11 (Ewing)

10/21 Revised / Reallocated (EH&A / MGT Consulting) / PC & GB: 09/2022