



Office Asst 2 / General

Purpose Statement

The job of Office Asst 2 / General is done for the purpose/s of providing clerical support to assigned personnel; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Administrator

Essential Functions

- Answers and/or initiates phone calls for the purpose of conveying and/or receiving information, screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists secretary and staff with various assignments (e.g. correspondence, disperse mail, dispatch hall monitor, scheduling, setup and clean up of meeting rooms, etc.) for the purpose of ensuring an efficient and effective work unit.
- Assists with preparing standardized documents (e.g. registration packets, new kindergarten cum folders, class lists, course schedules, PTA reports, etc.) for the purpose of communicating information to other parties.
- Assists with maintaining manual and electronic documents files and records (e.g. truancy letters, cum folders, free and reduced lunch applications, lunch reports, registration, attendance, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Assists with maintaining inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Assists with collecting payments for a variety of events (e.g. fines, fees, fund raisers, lunch charges, school shirt orders, etc.) for the purpose of completing transactions and/or securing funds.
- Assists with processing of documents, forms, mailings and materials (e.g. attendance, enrollments, immunization records, mail, flyers, etc.) for the purpose of disseminating information to appropriate parties.
- Assists in administering first aid and prescription medications to students (under the direction of a health care professional) for the purpose of meeting immediate health care needs within established guidelines.
- Attends department and/or in-service meetings for the purpose of gathering information and updating skills required to perform functions.
- Distributes materials (e.g. mail, checks, supplies, messages, etc.) for the purpose of ensuring delivery to addressee.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to the appropriate location in accordance with established building security procedures.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.

- Performs a variety of office tasks (e.g. making copies, faxing information, updating student profiles and records, maintaining office machines, etc.) for the purpose of ensuring an efficient and effective work unit.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; administer first aid; customer service; recordkeeping; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; administer first aid; customer service; recordkeeping; effective listening; office practices; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practice; English grammar/punctuation/ spelling/vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; adaptability/flexibility; confidentiality; dealing with frequent interruptions; multi-tasking; reliability; being attentive to detail; adapting to changing work priorities; adaptability/flexibility; confidentiality; dealing with frequent interruptions; multi-tasking; and reliability.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 2

