



## **Office Asst 3 / eSchool**

### **Purpose Statement**

The job of Office Asst 3 / eSchool is done for the purpose/s of providing specific, technical clerical support to assigned school personnel; communicating information to staff, students, and the public; completing assigned projects; providing complete and accurate records; assisting with a variety of reports; serving as eSchool testing coordinator; and providing information and/or direction as may be requested.

This job reports to eSchool Coordinator

### **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 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 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.
- 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.
- Enters and maintains all enrollment records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- 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.
- 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.
- Schedules, proctors, and reports on testing for the purpose of maintaining accurate assessment records in compliance with current regulations and district protocols.

### **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; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand 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 in a variety of circumstances; work with data utilizing defined and similar 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 is required to identify issues and create action plans. Problem solving with data may require independent interpretation; 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 routines; 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 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**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 3