



Office Asst 4 / Adult Ed Spec

Purpose Statement

The job of Office Asst 4 / Adult Ed Spec is done for the purpose/s of providing support to students and staff members; communicating information to students, staff members and the public; completing assigned projects; entering and obtaining information into the Adult Education Management System; and providing general clerical support to Adult Education program.

This job reports to Administrator - Alternative Ed

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 new students and existing students with registration (e.g. helping students with completion of forms, scheduling, etc.) for the purpose of enrollment into appropriate classes.
- Attends department, in-service meetings, workshops and/or seminars, as assigned for the purpose of conveying and/or gathering information and required to perform job functions.
- Completes various assignments (e.g. correspondence, disperse mail, scheduling, setup and clean up of meeting rooms, etc.) for the purpose of ensuring an efficient and effective work unit.
- Conducts pre-testing and post-testing for the purpose of evaluating placement and measuring student success.
- Enters enrolled students into the Adult Education Management System for the purpose of ensuring data effectiveness.
- 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.
- Maintains a variety of manual and electronic documents, files, and records (e.g. grades, student information, test scores, class credits, transcripts, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Orders office supplies for the purpose of ensuring availability of supplies required to complete job functions.
- Performs general clerical functions (e.g. data entry, typing, mailing, faxing, copying, e-mailing, filing, etc.) for the purpose of supporting office functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Processes documents, forms, mailings and materials (e.g. attendance, enrollments, transcripts, mail, flyers, etc.) for the purpose of disseminating information to appropriate parties.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally 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 software; and preparing and maintaining accurate records.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify 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. Some problem solving may be required to identify issues and select 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: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; and working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training:

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

5/15/2019

Salary Grade

Lane 4