



Office Asst 4 / ESP Specialist

Purpose Statement

The job of Office Asst 4 / ESP Specialist is done for the purpose/s of providing a wide variety of confidential administrative and secretarial support to assigned administrators, district personnel and HR staff; performing basic departmental clerical duties; creating, maintaining, and distributing a variety of electronic and print documents; and providing information and/or direction as requested.

This job reports to Admin Asst 7 / Human Resources

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 unlocking employee accounts, helping employees with account set-up, etc. for the purpose of ensuring that all employees are able to access and retrieve personal HR/Payroll/ Benefit information through the ESP website.
- Assists staff with various assignments (e.g. processing documents/forms, correspondence, dispersing mail, entering data, scheduling meeting rooms, et., etc.) for the purpose of ensuring and efficient and effective work unit.
- Attends department and/or in-service meetings for the purpose of gathering and disseminating information.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries, providing information, and 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. new employee tracking, board reports, correspondence, personnel records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in a variety of meetings, workshops, and/or trainings (e.g. staff meetings, secretary trainings, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs a variety of clerical/office tasks (e.g. typing, filing, scheduling appointments, data entry, making copies, faxing, updating records, etc.) for the purpose of ensuring accurate and timely office operations.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, reports, standardized documents, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, schools, applicants, general public, vendors, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Responsible for maintaining and assisting other staff/secretaries with Applicant Portal job posting information and updates for the purpose of recruiting and hiring qualified district personnel while ensuring district policy is followed in the hiring process.

- Responsible for on-boarding all ESP (classified) employees and volunteers including fingerprinting, identification badges and background checks as well as E-Verify compliance for the purpose of ensuring the efficient operation of the work unit.
- Responsible for E-Verify, BCI, etc. for the purpose of maintaining compliance with administrative guidelines and/or regulatory requirements and delivering services in a timely fashion.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically 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 pertinent software applications; preparing and maintaining accurate records; customer service; effective listening; guiding others; monitoring activities; 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: business telephone etiquette; concepts of grammar and punctuation; office practices and procedures; concepts of grammar, spelling and punctuation; keyboarding; accounting/bookkeeping principles; office equipment and technology; personnel administration practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions; detail oriented; meeting schedules/deadlines; multi-tasking; and reliability.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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 50% sitting, 25% walking, and 25% 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:

Pre-employment Proficiency Test

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Continuing Educ. / Training:

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 4