



Office Asst 3 / CNP

Purpose Statement

The job of Office Asst 3 / CNP is done for the purpose/s of providing confidential administrative and secretarial support to assigned administrator and administrative personnel; interacting with employees, students and patrons; processing, creating, maintaining, and distributing a variety of electronic and print documents; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Director Child Nutrition

Essential Functions

Assists Free and Reduced Benefits Secretary in conducting annual audit/verification of free and reduced meal applications for the purpose of ensuring eligibility status and document completion of applicants.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Compiles data from a wide variety of sources (e.g. work orders, specialized reports, invoices, etc.) for the purpose of preparing reports or processing requests regarding child nutrition program.

Maintains a variety of manual and electronic documents, files and records (e.g. work orders, time sheets, invoices, refunds, 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 for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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 department and/or in-service meetings for the purpose of providing and/or receiving information, and supporting the needs of attendees.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares a variety of documents and materials of a confidential and non-confidential nature (e.g. applications for free and reduced-price meal benefits, payroll and Human Resources documents, time sheets, work orders, requisitions, journal entries, outside contract billing, receipts, invoices, refunds, deposits from child nutrition program and catering sales, training materials, letters, memorandums, operational procedures, manuals, etc.) for the purpose of documenting activities, and disseminating information in compliance with established administrative guidelines.

Researches assigned topics (e.g. applications for free and reduced-price meal benefits, payroll and Human Resources documents, time sheets, work orders, requisitions, journal entries, outside contract billing, receipts, invoices, refunds, deposits from child nutrition program and catering sales, current practices, policies, etc.) for the purpose of providing information that address school operations and a variety of administrative requirements.

Responds to inquiries from a variety of internal and external parties (e.g. district staff, clerks, managers, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

supports assigned administrator and administrative personnel for the purpose of providing assistance with their functions and responsibilities.

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; using pertinent software applications; type minimum 50 wpm; and preparing and maintaining accurate records.

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: accounting/bookkeeping principles; business telephone etiquette; concepts of grammar, spelling and punctuation; office equipment and technology.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; 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 a variety of data; and utilize 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: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; adapting to changing work priorities; communicating with persons of diverse backgrounds; setting priorities; working as part of a team; working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; 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, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% 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

Continuing Educ. / Training

Regularly as needed to perform changing essential functions of position

Certificates and Licenses

Food Handler's Permit and ServSafe Certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 3