



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## OFFICE ASSISTANT

### DEFINITION:

Under the general supervision of an Administrator or Supervisor, perform a variety of clerical functions in support of an assigned District office, department or program; participate in several function regarding student attendance, including contacting parents and conducting meetings and trainings regarding student absences; type, enter data and draft reports; answer phones and greet and assist students, parents, staff and visitors; perform other job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Perform a variety of clerical tasks, including, typing, data entry, proofreading, filing, and recordkeeping.
- Type letters, lists, memoranda, bulletins, reports, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments
- Assist the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to appropriate offices.
- Assist in the preparation and maintenance of permanent student records, including the record of grades, test scores, attendance information, and a variety of confidential information.
- Perform clerical activities and functions related to student attendance.
- Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.
- Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested.
- Prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.
- May receive money and prepare receipts.
- Receive, sort, and distributes incoming site mail and other courier deliveries; prepare and distribute informational packets and bulk mailings as directed.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Assist in monitoring inventory levels of office supplies; assist with ordering, receiving and maintaining inventory of office supplies.
- Compile information and prepare reports and summaries using a computer and applicable software.

- Answer the telephone and provide callers with routine information and data; operate a multi-line telephone system; may schedule appointments.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Modern office procedures, methods, and techniques.
- English usage, spelling, grammar, punctuation, and mathematical concepts.
- Standard office machines and equipment, including computers
- Automated record storage, retrieval, and management systems.

### ABILITY TO:

- Perform general clerical work of average difficulty with speed and accuracy.
- Perform simple mathematical calculations with speed and accuracy.
- Communicate effectively, both orally and in writing.
- Operate a computer and use appropriate software applications effectively.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Remain flexible and work in a multi-task environment with frequent interruptions and changes in task priorities.
- For Bilingual: knowledge of written and oral Spanish or other designated language.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

### EXPERIENCE:

One year of general or varied clerical or office experience. Recent job-related experience within the last five years is required.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- For school site positions, verification of a current First Aid certificate issued by the American Red Cross or the American Heart Association is required at time of employment and must be kept current as a condition of continued employment.

## **PREFERRED QUALIFICATIONS:**

Coursework or training in office practices, word processing, automated record management, or data entry is desirable; knowledge of District software applications and Microsoft Office is preferred, but not required.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor, fast-paced office work environment.

**PHYSICAL ELEMENTS:**

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- Will frequently exert up to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will stand, walk, and sit most of the time, but may walk or stand for brief periods of time will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.
- Will occasionally be required to work in an environment near moving mechanical parts and where the noise level is moderate.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**POTENTIAL HAZARDS:**

N/A

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