

VISTA UNIFIED SCHOOL DISTRICT

OFFICE ASSISTANT

Purpose Statement

The purpose of an Office Assistant is to provide clerical support to assigned school site/department personnel; communicate information to staff and the public; and provide complete and accurate records.

This job reports to an assigned administrator.

Essential Functions

- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries, and/or taking messages.
- Assists with processing of documents, forms, mail, and materials for the purpose of disseminating information to appropriate parties.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collects payments for a variety of events for the purpose of completing transactions and/or securing funds.
- Maintains inventory of supplies and materials for the purpose of ensuring availability of required supplies and materials.
- Maintains manual and electronic documents, files, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Performs general clerical functions (e.g., scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting program operations.
- Prepares standardized documents (e.g., form letters and memos, calendars, bulletins, etc.) for the purpose of communicating information to other parties.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information and facilitating communication among parties.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- operating standard office equipment including utilizing pertinent software applications;
- preparing and maintaining accurate records;
- screening telephone calls;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; understand complex,

multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- keyboarding;
- modern office practices and procedures;
- school safety and security practices.

ABILITY is required to schedule activities; 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 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; problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- communicating with persons of diverse backgrounds;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- multitasking;
- understanding and following oral and written directions;
- working as part of a team;
- working with frequent interruptions.

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 a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job 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 34% sitting, 33% walking, and 33% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High School Diploma or equivalent.

Equivalency: Graduation from high school or equivalent and one year of clerical experience, including experience operating computer equipment.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

Certificates and Licenses

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Revised: 06/11/2019

Salary Grade

Classified, Range 39