

Job Description

Revised/Updated: January 2021

Job Title: **Office Assistant**
 Job Family: **School Based Support**
 Pay Program: **Classified**
 Typical Work Year: **9 months**

Job Code: **1257**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 2**

SUMMARY: Provides clerical assistance to office, instructional and other staff. Provides support to a department or school location with regular and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Copy, sort, assemble, staple, bind and distribute materials to appropriate staff. Create photocopies as requested by staff. Laminate and collate materials. Provide support to the department or school location with regular and/or special projects.	D	40%
2. Perform various office duties such as word processing, typing, sorting/distributing mail, answering phones, directing calls, taking and delivering messages, distribute and send faxes, filing and data entry. Assists visitors and parents.	D	35%
3. Maintain order of workroom, including troubleshooting copier trouble. Maintain and order general office supplies and various miscellaneous supplies.	D	10%
4. May monitor students on lunch or daytime breaks and during time-out sessions. Provide minor first aid to students.	D	5%
5. May enter attendance, accept and enter registrations and back-up secretary as needed.	D	5%
6. Assist staff and instructors and perform other job-related duties as assigned.	W	5%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- No experience required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic first aid skills preferred.
- Personal computer and keyboarding skills.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal/Office Manager/Supervisor	varies

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy				X
Coordinate	X			
Instruct			X	
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
------------------------	-----------------

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	