

## Office Assistant

### Purpose Statement

The job of Office Assistant is done for the purpose/s of providing general clerical support to assigned areas; communicating general information to staff and the public; processing information in compliance with financial, legal and administrative requirements; and assisting other office personnel.

### Essential Functions

- Distributes mail, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties.
- Maintains a variety of files, documents and/or records (e.g. Reports, logs, databases, agreements, warranty information, permits, etc.) for the purpose of documenting and/or providing reliable information.
- Monitors students for the purpose of providing a safe environment for students.
- Performs record keeping and clerical functions (e.g. copying, faxing, filing, scheduling, reports, etc.) For the purpose of supporting assigned administrators and/or site personnel.
- Prepares written materials (e.g. reports, memos, letters, referrals, attendance, grades, work orders, purchase orders, time slips, receipts, phone messages, logs, directories, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. supplies, inventory records, professional growth requests, enrollment, files, attendance records, referrals, receipts, work orders, test scores, test kits, etc.) For the purpose of providing documentation, disseminating information and/or accepting payment for services and material in compliance with program objectives and of ensuring compliance with District, State, or Federal regulations.
- Research discrepancies of information and/or documentation (e.g. Current practices, policies, etc.) For the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Responds to inquiries from students, staff, and/or the public for the purpose of providing information and/or directions as requested.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

### Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Maintains inventory of office supplies and material for the purpose of ensuring the availability as required.

### Job Requirements

#### Mental Requirements

**Learning Development- Level B** Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

**Problem Solving - Level 1** Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

#### Physical Requirements

**Physical Skill - Level A** Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

**Physical Effort - Level 1** Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

#### Social Requirements

**Human Relations Skill- Level A** Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

**Scope of Contacts - Level 1** The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

### **Work Environment**

**Performance Environment - Level A** Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

**Physical Working Conditions - Level 1** Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

### **Accountability**

**Level of Accountability -Level B** Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

**Organizational Impact - Level 1** Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

### **Experience, Education, and Certifications**

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High School diploma or equivalent.

**Certifications/Clearances:** Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

### **Compensation Details**

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 106

Work Calendar: Support 9 Month