



## JOB DESCRIPTION

### Office Assistant

<b>DEPARTMENT:</b> School	<b>SCHEDULE:</b> 105
<b>REPORTS TO:</b> Principal; Assigned Administrator	<b>WORKDAYS:</b> 185, 190, 245
<b>CLASSIFICATION:</b> Classified	<b>FLSA STATUS:</b> Non-Exempt
<b>PCS CODE:</b> 86	<b>DATE:</b> August 2025

**Our Mission:** In partnership with our community, we empower students to discover their potential and prepare for a successful future.

**Our Core Values:** Belonging, Learning, Continuous Improvement and Joy

**Our Vision:** Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

### POSITION SUMMARY

Under general supervision, provides excellent customer service and clerical support to the assigned department or office. Performs a variety of duties to support the area of responsibility including typing letters, memoranda and reports; filing; copying; answering phone calls; scheduling appointments; processing mail; keying data, etc. Demonstrates strong communication skills, a positive attitude, and the ability to multi-task in a fast-paced environment.

### MINIMUM REQUIREMENTS

**Education:**

High School Diploma required.

**Certification/License:**

Must possess a valid South Carolina driver's license or government issued picture ID.

**Work Experience:**

One (1) to two (2) years of clerical experience; or any equivalent education and/or training requirements that provide the required knowledge, skills, and abilities.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient knowledge of Business English, writing, editing, and preparing correspondence and other documents.
- General knowledge of the principles of office management, modern office procedures, and equipment operations.
- Knowledge of Board policies, District security, and school safety procedures applicable to the position.

- Proficient knowledge and use of computer applications relevant to the position. Demonstrates proficient typing skills for the position.
- Ability to communicate effectively with students, parents, school, and District staff in oral and written form.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

## ESSENTIAL DUTIES

- Provides clerical support to the assigned department or school by performing such duties as answering incoming telephone calls, taking messages, sorting and delivering mail, greeting and directing visitors, scheduling meetings and appointments, etc.
- Types, completes, and/or files various documents, records, and reports such as letters, memoranda, agendas, work orders, invoices, purchase orders, etc.
- Operates general office equipment such as a computer, printer, copier, telephone system, etc.
- May order, control, and/or monitor departmental supplies and equipment.
- Provides clerical assistance as a backup to other school, department, or division staff.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff. Maintains confidential files and records in an appropriate manner.
- Establishes a professional rapport with students, parents, and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, community members, and other parties.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person on-site during normal business hours.
- Willingly performs other duties as assigned by the supervisor.

## PHYSICAL ABILITIES AND WORKING CONDITIONS

**The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.**

**Vision:** Ability to read small print and view a computer screen for prolonged periods of time.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh ten (10) or more pounds on a frequent basis.

**Environmental Requirements:** Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.

**Mental Requirements:** Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

**Additional Work Conditions and Physical Abilities:** Reliable transportation required.

***Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***