



**Saddle Mountain Unified School District #90**

<b>Job Title:</b>	Office Assistant	<b>Job Category:</b>	Classified
<b>Department/Group:</b>	Saddle Mountain Unified School District #90	<b>Organizational Relationships:</b>	Directly responsible to the Site Principal
<b>Level/Salary Range:</b>	I	<b>Blood Borne Pathogen Risk:</b>	Not At Risk
<b>Work Status:</b>	At – Will Employee	<b>Weight Lifting Requirements:</b>	50 lb.
<b>Work Days:</b>	As assigned by supervisor	<b>Benefits:</b>	Discretionary Leave per Policy
<b>Work Hours:</b>	As assigned by supervisor	<b>Probationary Period:</b>	90 working days – policy GDF
<b>Fingerprints Check:</b>	As required by ARS 15-512 and District Policies		
<b>Drug Free Campus</b>	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.		
<b>Position Summary:</b>			
Perform front desk reception, administrative support and clerical functions by answering telephone calls, greeting and directing visitors, processing mail and assisting other staff as needed.			
<b>Position Qualifications and Education Requirements:</b>			
<ol style="list-style-type: none"> <li>1. High School diploma, or equivalent</li> <li>2. Previous experience in customer service</li> <li>3. Proficient computer skills, i.e. MS Word, Excel, MS Outlook and 10 key preferred</li> <li>4. Ability to take direction, work independently and complete assigned tasks</li> <li>5. Effective organizational and time-management skills</li> <li>6. Ability to maintain confidentiality</li> <li>7. Excellent verbal and written communication skills</li> <li>8. Proficiency in Spanish preferred</li> <li>9. A valid State of Arizona Driver’s License</li> </ol>			
<b>Job Description:</b>			
<b>Role and Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Answers incoming telephone calls and directs the caller to the correct person or work group, or takes and relays messages as appropriate.</li> <li>2. Assists students, visitors and the general public and answers inquiries about District services and programs.</li> <li>3. Explains rules, policies and procedures within the scope of authority; refers technical questions and matters requiring policy interpretation to supervisor for resolution.</li> <li>4. Processes, sorts and distributes incoming and outgoing mail.</li> <li>5. Performs basic clerical and administrative duties as directed.</li> <li>6. Maintains the absolute confidentiality of all records and information.</li> <li>7. Interprets or translates as necessary.</li> <li>8. Collaborates with other staff members in a cooperative manner to solve problems.</li> <li>9. Performs other duties as assigned.</li> </ol>			
<b>OTHER FUNCTIONS:</b>			
This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specified duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.			
<b>Reviewed By:</b>	Cabinet	<b>Date:</b>	
<b>Approved By:</b>	Board	<b>Date:</b>	11/14/2019
<b>Last Updated By:</b>	Merlinda Avila	<b>Date/Time:</b>	October 2013

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