

**CLASSIFICATION**

Office Assistant

**SUMMARY:** Performs a variety of general office work including typing, filing, maintaining personnel, student or fiscal records and receptionist duties in support of a TUSD school or department office. May have additional functions depending on area of assignment.

**MINIMUM REQUIREMENTS**

Two (2) years of experience in general office procedures

Basic Math Skills

One (1) year computer and word processing skills

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

**ADDITIONAL REQUIREMENTS UPON HIRE**

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

**ESSENTIAL FUNCTIONS**

**THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Greets visitors, receives and distributes telephone calls, messages and mail. Provides information, answers questions regarding school or department.

Composes, types, and prepares documents and related correspondence. Screens, sorts and distributes incoming mail and/or prepares mail for distribution. Attaches relevant information to mail as needed. Hands out or accepts forms, applications or documents.

Copy, distribute, file and maintain schedules, forms, student cum files, logs, reports, budgets and correspondence.

Assists office staff with registration, attendance, student records preparation and other specialized clerical functions and projects. Refers student to appropriate department if special education or bilingual testing, or new student screening is needed.

Performs attendance duties including but not limited to: entering absences on the student database, issuing admit notes to students, reviewing and checking absences, maintaining sign-in/sign-out log, informing Principal of students with high absence rates or perfect attendance, preparing and distributing daily absence verification documentation and making absence corrections.

Assists maintaining student, correspondence and/or personnel files. Receives and incorporates materials into existing filing system. Searches for and retrieves information from files or from computer file in response to requests. Requests or forwards student files in accordance with District policies.

Completes, verifies, and distributes paperwork, (e.g., requisitions, lists, reports, payroll logs, work orders, absence verifications, construction or equipment documents etc.) for accuracy and completeness.

May provide secretarial relief during personnel absences, performing all secretarial duties.

Enters data into computer as required. Retrieves information including but not limited to: reports, student and teacher schedules, student absences, and class schedules. Creates charts, graphs, or reports for special projects as requested. Ensures that information is correct. Reconciles reports as needed.

Ensures entries and withdrawals are accurate for Dept. of Education reports by reconciling the Enrollment and Withdrawal Register to the Custom Attendance Summary Report.

Determines need to refer to school nurse.

May order instructional and office supplies as approved by supervisor. Maintains the inventory stock level of office supplies.

Serves as a resource to staff, students, the public and parents regarding school procedures and policies.

### **MARGINAL FUNCTIONS**

Inform cafeteria personnel of student lunch count.

May disseminate Federal Aid cards to students and ensures cards are forwarded to Finance department.

Assist supervisor with payroll for department staff.

Assist in Nurse's office in administering medication to students or aiding in minor bruises or cuts according to physician's instructions and with parental approval.

If qualified, may assist with language translations.

Computes and posts employee insurance deductions and premium payments to insurance companies.

### **MENTAL TASKS**

Communicating. Comprehending. Reads.

### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Uses telephone, computers, copiers, fax, printers, calculators, shredding machine, manuals, and forms.

### **WORKING CONDITIONS**

Indoors. Office environment. Contact with public and employees.

### **CONTROL, SUPERVISION**

None

M:JOB41130

New: 6/14