

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Office Assistant
WORK YEAR: 180-198-Days depending on site

JOB DESCRIPTION: Under supervision of the site administrator, perform a wide variety of clerical tasks and office assistance. Work performance in this job class are directed and monitored by the Office Manager. This job class requires staff, public, and organizational contact. Persons employed as an Office Assistant must demonstrate a desirable example of professional appearance and presence and work positively and cooperatively with students, staff, and parents with emphasis on confidentiality and diplomacy.

ESSENTIAL JOB TASKS:

1. Serves as site receptionist in answering telephone and receiving public.
2. Types correspondence, reports, forms, documents as directed; and completes necessary filing.
3. Attends to minor medical needs of students and staff.
4. Attends necessary staff meetings and in-service trainings.
5. Receives and distributes supplies.
6. Receives, sorts, opens, and distributes mail.
7. Registers new students; maintains student records and prepares reports.
8. Serves as liaison between site administrator, staff, and public.
9. Schedules use of site facilities.
10. Enters data on computer relative to student information, student reports and student attendance. Assists in the preparation of reports on system as directed.
11. Operates a variety of standard office equipment, including typewriter, computer, printer, copier and calculator.
12. Organizes certificated and classified substitutes to identified job assignments providing all pertinent information as to sites and type of assignment.
13. Performs other duties similar to the above in scope and function as required.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of:
 - *Proper English usage, grammar, punctuation, and spelling.
 - *Proper office methods, procedures, and practices.
 - *Letter and report writing.
 - *Receptionist and telephone techniques.
 - *Filing and record keeping procedures.
 - *Basic school district policies, rules, and regulations.
 - *Computer operations and software programs; Microsoft Word, Excel, Student

Information Systems.

2. Ability to:
 - *Maintain effective, cooperative and harmonious work relationships with those contacted in the performance of required duties.
 - *Understand and follow oral and written instructions.
 - *Maintain a variety of records and files, and prepare reports as directed.
 - *Communicate with others in an effective and sensitive manner, both orally and in writing.
 - *Read, write, and speak correct English.
 - *Perform clerical work with accuracy.
 - *Perform keyboard skills of 45 wpm.
3. High School Diploma or equivalent
4. Computer training or experience in word processing or desktop publishing programs.
5. One year of recent clerical experience.
6. Valid First Aid and CPR certification desirable.
7. Valid California driver's license preferred.

SALARY: **Placement on the CSEA Salary Schedule, Range E**

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Board Approved: November 2, 2010