

## Pierce Joint Unified School District Job Description

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**JOB TITLE:** Office Assistant II

**SALARY SCHEDULE:** Classified

**CLASSIFICATIONS:**

Counseling/Office Assistant II

**DEPARTMENT:** School Site Office

Attendance/Office Assistant II

**REPORTS TO:** Site Administrator

**LOCATION:** School Sites

**BOARD APPROVED:** 3/15/2007

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**SUMMARY:** Under the direction of a site administrator, perform a variety of clerical duties in support of assigned school office; assure the smooth operations of the school office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan and perform a variety of office functions and activities in an assigned office; prioritize and schedule duties and activities as necessary to assure efficiency and effectiveness.
- Perform various attendance duties as assigned; verify absences; prepare and maintain attendance and absence reports and lists according to established procedures; issue readmits to students; request homework from teachers as needed.
- Communicate with a variety of site and District personnel and administrators regarding school operations, activities, supplies, policies and procedures and student information.
- Type a variety of written materials including reports, purchase orders, records, schedules, letters, memoranda, bulletins, programs, documents and statistical data; input and update data on a computer and generate lists and reports as required.
- Participate with health related activities in the absence of the Nurse as assigned; perform basic first aid; prepare and maintain related records according to established guidelines and procedures; disburse medication to students according to physician instructions; notify school nurse or proper authorities as needed in emergency or serious situations.
- Answer phones and greet visitors; take and relay messages; open, sort and route mail and communications; provide information to students, parents, staff and the public; interpret, apply and explain District policies and school procedures and regulations.
- Prepare and maintain a variety of records, files and reports related to assigned activities; log independent student contracts as assigned.
- Maintain student cum folders; request, receive, process and file student cums; compile and enter related data in the computer.
- Assist the school counselor with various clerical activities including processing the master schedule for students course enrollment and maintain computerized data of all

related details.

- Participate in various special projects including assemblies, report cards, graduation events, awards, and other activities or projects as requested.
- Operate a computer and other office equipment as assigned; operate the school intercom system; assure proper operations of the computer and provide general assistance to others in the proper operation of the computer as needed.
- Inventory and order office, classroom and school supplies, materials and equipment as assigned; check in and distribute orders as appropriate.
- Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Attendance policies, procedures and reports.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of State Education Code and other applicable laws.

#### **ABILITY TO:**

- Perform a variety of clerical duties in support of assigned school office.
- Understand and follow oral and written directions.
- Communicate effectively with students, parents, staff and administration.
- Learn, interpret and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Type at 45 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Operate a computer and other office equipment as assigned.
- Work independently with little direction.
- Compose correspondence independently.
- Make arithmetic calculations quickly and accurately.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical and secretarial experience.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

**OTHER SKILLS AND ABILITIES:**

Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of his job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.