



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE: SENIOR OFFICE ASSISTANT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of diversified clerical duties in support of an assigned office or program; answer phones and greet and assist students, parents and visitors.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Perform a variety of diversified clerical duties in support of an assigned office requiring an understanding of a process or functional area at an assigned District office or school site; assist in assuring smooth and efficient office operations.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate; schedule appointments for administrators.

Receive, greet and direct visitors; respond to inquiries and provide a variety of information to staff, students, parents and the general public related to District standards, procedures, policies and programs.

Type letters, forms, memoranda, bulletins, reports, lists, requisitions, flyers, newsletters or other materials from oral or written instructions; compose routine correspondence; proofread completed typing assignments and other documents as directed.

Input data into an assigned computer system and generate computerized reports; maintain automated records; assure accuracy of input and output information.

Compile information and prepare and maintain logs, files and records related to assigned activities; review and verify the accuracy and completeness of various documents; prepare reports as directed; verify and process forms and applications.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and

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assigned software.

Communicate with other departments, District staff and outside organizations to exchange information and resolve issues or concerns related to assigned activities; prepare and coordinate schedules and calendars as directed.

Participate in attendance-related duties as assigned by the position; contact parents and guardians to verify absences; prepare and maintain attendance and absence reports and lists according to established procedures; issue readmits to students.

Assist in monitoring inventory levels of office supplies and materials; assist with ordering, receiving and maintaining inventory of office supplies and materials.

Attend assigned meetings and conferences; take minutes and prepare related paperwork as directed.

Participate in a variety of school office functions such as registration, accounting and guidance as assigned by the position; assist in organizing field trips and special events.

Assist with administering basic first aid to students and staff as assigned by the position; prepares and maintains related records; administer medications as directed; notify parents of ill or injured students as needed.

Collect various monies and fees for an assigned office or program; maintain auditable records; monitor expenditures and budgets as assigned by the position.

Train and provide work direction to new employees and student assistants as assigned.

Maintain regular and prompt attendance in the work place.

### OTHER DUTIES:

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Basic terminology, processes and operations of assigned office.
- Telephone techniques and etiquette.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of standard office equipment including a computer.
- Oral and written communication skills.

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- Interpersonal skills using tact, patience and courtesy.
- Basic math.

### ABILITY TO:

- Perform a variety of diversified clerical duties in support of an assigned office or program.
- Answer telephones and greet the public courteously.
- Type or input data at 45 words per minute from clear copy.
- Operate a variety of standard office equipment including a computer.
- Maintain records and files.
- Compile, assemble, verify and prepare data for records and reports.
- Understand and follow oral and written instructions.
- Determine appropriate action within clearly defined guidelines.
- Compose correspondence and written materials independently.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Receive, sort and distribute mail.
- Add, subtract, multiply and divide quickly and accurately.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to: graduation from high school and one year of general clerical experience.

### Licenses and Other Requirements:

Some positions in this classification may require a valid First Aid Certificate issued by an authorized agency within six months of employment.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor work environment.

#### PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.

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- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
  
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

### HAZARDS:

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 29