



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

| <u>OFFICE ASSISTANT II</u> | |
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| DEPARTMENT/SITE: District Department or School Site | SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 17 per 2021/2022 Schedule WORK YEAR: 11/12 Months (Days Vary) |
| REPORTS TO: Assigned Supervisor | FLSA: Non-Exempt |

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of diversified clerical and record-keeping duties in support of an assigned office or program; answer phones and greet and assist students, parents, staff and visitors. The incumbents in this classification assist in providing students with diversified clerical support which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Office Assistant II** classification provides diversified clerical support to an office, requiring an understanding of a process or functional area. The **Office Assistant I** classification is the entry-level classification in the **Office Assistant** series and provides an opportunity to learn the terminology, processes, and operations of an assigned office. Incumbents provide general and varied clerical support to an office and typically work under immediate supervision and usually support other higher-level clerical or secretarial staff.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of diversified clerical duties in support of an assigned office including typing, filing, duplicating, and distributing materials; coordinate tasks associated with the assigned office.

Maintain records on attendance, student enrollment, and transfers either manually or by entering appropriate information into the computer system; call parents on student absences as directed; issue tardy and readmit notices; prepare and send attendance contract and truancy letters; facilitate attendance meetings; facilitate home meetings; prepare independent study contracts.

Serve as a receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate; resolve issues and complaints; assist the school or office staff to set up meetings or conferences as directed; enter information on calendars.

Assist in health office; log injury or illness according to established procedures; administer first aid/CPR and dispense medication as prescribed by a physician as assigned in the absence of other trained staff; provide general health services including toileting, changing soiled clothing during the absence of other trained staff as assigned; maintain, and post to as required, health and immunization records and cumulative (cum) folders; process materials related to students of a sensitive and confidential nature.

Assist with student registration and enrollment activities as assigned; input student information into computer system; follow up on residency issues, missing forms, or information with students and parents; distribute and file forms in student cumulative (cum) files; assign students to classrooms; add or drop students according to established procedures; send and request cumulative files to and from other schools or Districts.

Respond to initial reports of student behavioral needs in communication with the classroom teacher and/or the site administrator.

Assist students with Chromebook devices and insurance; troubleshoot software problems and student accounts with Help Desk; prepare and process Chromebook repair tickets; retrieve and maintain records of loaner devices.

Assist with the release of students to authorized parents, guardians, or other approved individuals following child custody laws and information provided, including working with restraining orders.

Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; verify and process forms and applications as needed.

Prepare letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms, or other materials independently or from oral or written instruction; compose routine correspondence; proofread completed typing assignments.

Receive, greet, and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents, and the general public related to office, department, or program activities, policies, and procedures.

Input data into an assigned computer system; maintain automated records; prepare spreadsheets; generate computerized lists and reports as requested; review input and output data for accuracy.

Receive, sort, and distribute mail; prepare and distribute informational packets, bulk mailings, and other items associated with the assigned office as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software.

Communicate with personnel, District departments, school sites, parents, and outside agencies to exchange information for school-related activities and resolve issues or concerns.

Monitor inventory levels of office supplies; order, receive, and maintain inventory of office supplies.

Schedule and arrange appointments, conferences, and meetings as directed; maintain calendars.

Process purchase orders, invoices, applications, and work orders as assigned; monitor office or program expenditures; collect and deposit fees as assigned; maintain auditable records.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of business machines including computer and related software, copier, calculator, fax machine, and other business equipment.
Correct English usage, spelling, punctuation, grammar, and vocabulary.
Statistical record-keeping methods and techniques.
Telephone techniques and etiquette.
Modern office practices, procedures, and equipment.
Policies and objectives of assigned programs and activities.
Record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Basic math.

ABILITY TO:

Perform a variety of diversified clerical and record-keeping duties in support of an assigned school office or program.
Answer telephones and greet the public courteously.
Learn, interpret, apply and explain applicable laws, codes, rules, and regulations.
Follow District and Health Services Procedures.
Maintain records and prepare reports.
Keyboard or input data at an acceptable rate of speed.
Operate a variety of office equipment including a computer and related software, copiers, calculators, fax machines, and other office equipment.
Understand and follow oral and written directions.
Post information accurately between documents
Read and explain a variety of rules, regulations, and District policies.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Meet schedules and timelines.
Receive, sort, and distribute mail.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and two years of clerical experience involving public contact in a large organization.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 06/91; Rev. 6/95, 8/98, 09/01; Range change 12/05; 06/11 (Ewing)
5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocated PC & GB: 09/2022