

OFFICE AND RECORDS ASSISTANT

Purpose Statement

The job of Office and Records Assistant was established for the purpose/s of assisting the School Office Manager, Administrators, and/or staff with a wide variety of duties, as assigned, including public relations, and school-related office, clerical, and cafeteria duties; ensuring accurate attendance accounting, reporting and documentation in regard to assigned building; operating a variety of office, photocopy and bindery equipment; and providing general clerical support, information and/or direction as may be requested at assigned school site.

This job reports to Administrator and/or School Office Manager

Essential Functions

- Assists absent office staff (e.g. cover for school nurse, other office members, etc.) for the purpose of ensuring the effective functioning of assigned area and the provision of required services.
- Communicates with a wide variety of individuals (e.g. students, teachers, parents, staff, county administration, government agencies, other districts, courts, etc.) for the purpose of providing information, resolving problems and/or de-escalating conflicts, and coordinating activities and processes.
- Maintains a variety of confidential and non-confidential manual and electronic documents, files and records (e.g. attendance, discipline, bus, federal lunch program, inventory of supplies, job status and equipment problems, state reports, student cumulative folders, keys, budget, timecards, etc.) for the purpose of providing up-to-date reference and verification of compliance with state, federal, and/or district requirements.
- Orders supplies (e.g. inventories of food, condiments, office supplies and equipment, etc.) for the purpose of ensuring the availability of items as needed.
- Prepares a variety of written materials (e.g. attendance reports, inventory reports, meal program records, cash summary and reconciliation reports, field trip lists, detention lists, counseling groups, passes, correspondence, reports for campus supervisors and ISS personnel, monthly copy reports, booklets, newsletter, maintains bulletin boards, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. discipline records, transcripts, transfers, receipts, meal applications, and mail, etc.) for the purpose of disseminating information to appropriate parties.
- Receives payments from students (e.g. fees, fines, lunch monies, etc.) for the purpose of accurate tracking and documentation of required student payments.
- Researches discrepancies of attendance information and/or documentation (e.g. absence issues, student passes, etc.) for the purpose of ensuring accuracy and adherence to procedures and legal requirements prior to processing for action.
- Responds to inquiries from a variety of persons and organizations (e.g. parents, students, staff, public agencies, community organizations, etc.) for the purpose of providing required information and/or direction.

Other Functions

- Attends various activities, as requested, (e.g. trainings, staff meetings, district meetings, etc.) for the purpose of receiving and/or conveying information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; adhering to safety practices, and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes, regulations and laws related to student attendance; food sanitation practices and safety procedures, principles of business letter writing; basic mathematical principles; and business telephone etiquette.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information/data; meeting deadlines and schedules; communicating with diverse groups; working with frequent interruptions; setting priorities; working under minimal supervision; maintaining confidentiality; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Keyboarding test (40 wpm) and other pre-employment proficiency testing may be required.

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

07/01/2012

Salary Grade

Classified 44

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____