

PENINSULA SCHOOL DISTRICT
Job Description

OFFICE ASSISTANT

Location: Secondary Schools

JOB SUMMARY:

This position provides clerical support for the central office. Responsibilities include answering the telephone and greeting office visitors, filing student information, typing correspondence and bulletins, and performing a variety of other clerical duties.

DUTIES AND RESPONSIBILITIES:

1. Answers incoming telephone lines; provides information to caller or routes to appropriate staff member; takes messages. Greets and assists office visitors.
2. Files correspondence into student files; alphabetizes, duplicates and files student progress reports.
3. Types correspondence, forms, and memoranda for school administrators; types and distributes daily announcement bulletin for staff and students.
4. Enters discipline tracking data; alphabetizes and files discipline/attendance referrals; types and files suspension letters.
5. Duplicates information on photocopying equipment; answers staff questions concerning equipment operation. Performs minor photocopy machine maintenance such as adding ink and general cleaning; alerts office manager if service is needed.
6. Supervises students who come to the office; monitors behavior. Provides basic first aid to ill and injured students in absence of school nurse. Phones parents and makes arrangements for transportation home when necessary.
7. May or may not processes free and reduced lunch applications, evaluates and approves forms per established guidelines; informs parents; maintains records. Checks withdrawals and submits monthly report to Food Services. Supervises distribution, retrieval, and compilation of information for federal survey.
8. Gathers and stamps outgoing mail twice daily; ensures that it is taken to the mail box for pickup.
9. Assists in maintaining a neat office environment; straightens materials and picks up loose papers.
9. Provides backup assistance for the office manager; provides backup and assistance in providing first aid care to students in the absence of the school nurse.
10. Performs a variety of related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Office Manager.

WORKING CONDITIONS:

Office environment; requires dexterity and precision. Experiences frequent interruptions.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent and one year of clerical training or experience, including greeting the public. School district experience desirable.

Allowable Substitution

Advanced technical training in clerical procedures may substitute on a month-for-month basis for the required experience.

Knowledge, Skills, and Abilities

Knowledge of general clerical procedures.

Keyboarding skill at 50 words per minute.

Ability to positively represent the school to office visitors and telephone callers.

Effective oral communication skills.

Ability to learn the use of microcomputer and various software packages.

Ability to maintain confidentiality.

Ability to file information accurately.

Ability to establish and maintain effective working relationships with students, parents, staff and the general public.

Licenses/Special Requirements

May require training in first aid and CPR within six months of employment.