

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Office Assistant

DEFINITION

Under direct supervision, performs a variety of routine clerical, reception, and office support functions; performs other related duties as required.

DIRECTLY RESPONSIBLE TO

Appropriate department administrator. May receive assignments from senior support personnel as required.

SUPERVISION OVER

None; however, the Office Assistant may provide technical direction to students or other support staff.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Recordkeeping

Responsible for maintaining office filing and recordkeeping systems; enters, edits, and retrieves data from a computer; processes forms such as expenditure claims, employee time sheets, deposit forms, courier distribution logs, mandated cost reports, purchase requisitions; online supply orders; maintains records, confidential files and other related information for department needs.

Document Preparation

Utilizes computer or typewriter to produce letters, memos, spreadsheets, agendas from straight copy, rough draft, or oral instructions; completes forms, requisitions and other documents; prepares pamphlets, flyers, manuals, and handbooks; proofreads assignments for accuracy and completeness.

Communication/Customer Service

Answers and routes telephone calls; conveys information both orally and in writing; answers inquiries from parents, staff, students, and other clients regarding departmental rules, regulations, policies and procedures; directs clients to appropriate resources; acts as office receptionist greeting and directing visitors; schedules and coordinates meetings for supervisor; provides materials, and initiates requests for information when required.

Staff Support

Coordinates and prepares for meetings and special events by reserving rooms, arranges for refreshments and necessary equipment; duplicates, sorts and distributes various documents; prepares bulk mailings; maintains departmental calendars; coordinates conference room reservation schedules; sends, receives and distributes faxes and e-mail; sorts, distributes, and redirects mail; maintains inventory of office supplies and orders as necessary; operates standard office equipment.

MINIMUM QUALIFICATIONS

Education

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience

Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include experience working in an office environment involving public contact.

Knowledge of:

English grammar, punctuation, and spelling; basic mathematics; standard types of office filing systems, proper telephone etiquette and techniques; standard office software applications; standard office equipment.

Skill and Ability to:

Accurately type and learn to efficiently use various software applications ; communicate effectively in oral and written form; follow instructions; organize and prioritize work; perform basic research and report results; read and apply rules, regulations, and procedures; proofread material and make necessary corrections; learn and follow standard office procedures; learn appropriate filing and recordkeeping systems; select appropriate business formats; work cooperatively and effectively with students, parents, administrators, staff, and the general public.

Revision Approved by the Personnel Commission 6/10/08

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