

# Sacramento County Office of Education Job Description

## 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, 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; processes forms such as expenditure claims, employee time sheets, deposit forms, courier distribution logs, mandated cost reports, purchase requisitions and online supply orders; maintains databases, records, confidential files and other related information for department needs.

#### **Document Preparation**

Produces letters, memos, spreadsheets, and agendas from straight copy, rough draft, or oral instructions; completes forms, requisitions and other documents; submits print requests; 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 assisting with registrations, payments, and confirmation, reserving rooms, and arranging for refreshments and necessary equipment; duplicates, sorts and distributes various documents; prepares bulk mailings; maintains departmental calendars; coordinates and confirms 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.

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