

ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

POSITION: Office Assistant

TERMS OF EMPLOYMENT: Range 1, 10 Months/180 Days

REPORTS TO: Site administrator

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Three years of office experience
- Computer and office software proficiency
- Bilingual preferred

GENERAL SUMMARY

Under general supervision, to perform a variety of office support tasks. Performs other duties related to this job description.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Performs receptionist duties; answers phones and assists staff and members of the public.
- Receives visitors in person and over the phone and answers questions regarding the District's activities or procedure, refers calls to the appropriate staff member.
- Assists the school secretary and other staff members by attending to a broad variety of clerical detail work.
- Operates a variety of office machines and equipment.
- Performs a wide variety of clerical and typing work related to the function to which assigned.
- Assists in processing student records.
- Compiles and tabulates statistical data.
- Develops and maintains files.
- Helps injured or sick students.
- Assists school secretary in maintaining a smooth and well-run office environment.
- Establishes and maintains a high level of public image in all public contacts.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to type net words of 60 per minute.
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary, and mathematical concepts.
- Ability to understand and apply rules, regulations, procedures, and policies.
- Ability to establish and maintain effective working relationships with students, parents, teachers, and administrators.
- Ability to make standard mathematical calculations rapidly and accurately.
- Familiarity with keyboarding and the use of a computer.
- Ability to work tactfully and courteously with the public, employees, and other officials.

WORKING CONDITIONS

- Light to moderate physical effort. Sitting for extended periods of time.
- Lift and move materials and equipment.
- Moderate stress level.

ENVIRONMENTAL CONDITIONS

- Indoor office environment
- Temperature – normal climate

CONTACTS

Daily contact with students, teachers, District staff, parents, and community members.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Board approved: **January 10, 2006**