

San Diego County Office of Education
Personnel Commission

CLASS TITLE: SCHOOL OFFICE ASSISTANT

DEFINITION:

Under general supervision, performs a variety of clerical, data entry, report preparation, and office support tasks at a school site.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Performs any combination of the following duties:

Performs receptionist duties.

Schedules appointments, meetings, and events.

Explains policies and procedures to pupils, staff, and the public.

Organizes and independently maintains standard and specialized operational records and files.

Enters and maintains student records, immunization and attendance information and grade reports into a student information system.

Prepares related statistical and numerical reports.

Performs simple recordkeeping or statistical compilation.

Monitors and updates expenses and balances of accounts.

Processes electronic purchase orders.

Prepares standard and special correspondence, bulletins, notices, and reports.

Operates standard office machines and equipment.

Provides basic health care for sick students.

Administers first aid as necessary.

Dispenses medications as needed following written directions.

Completes required paperwork upon providing medical services.

Trains and directs the work of clerical assistants and student workers.

Performs relief duties in support of other school functions.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of training and experience indicating possession of the knowledge and abilities detailed below. A typical qualifying background would include: one year of progressively responsible office/clerical experience performing the typical tasks listed above. Work experience involving the use of computers for recordkeeping and word processing is required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office methods and procedures.

Effective recordkeeping systems and procedures.

Computer operations and related word processing and spreadsheet applications.

English grammar, spelling, and punctuation.

Statistical and clerical recordkeeping.

Basic health care and first aid principles and techniques.

ABILITY TO:

Quickly learn pertinent school policies and procedures.

Quickly learn to use school computer applications and software.

Operate a keyboard at a rate sufficient for successful job performance

Operate standard office equipment.

Work with close attention to detail and accuracy.

Collect data and prepare correspondence and reports.

Set up and organize office files.

Maintain accurate records and files.

Perform arithmetical computations.

Interpret numerical data according to instruction.

Communicate effectively orally and in writing.

Exercise good judgment, tact and diplomacy.

Establish effective working relationships with students, parents, staff and outside agencies.

Establish and maintain rapport with students of various cultural and ethnic backgrounds under sometimes stressful circumstances.

Follow oral and written instructions.

Work with minimum supervision.

Make decisions on procedural matters within the scope of established policy.

Train and direct the work of others.

Assume responsibility.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification may provide the primary office support for a small school office or function as support to a School Administrative Assistant in a larger school office.

The duties of this class may involve considerable public contact requiring discretion and judgment, including interpreting and explaining the schools' programs, or policies and procedures. Incumbents in this class must follow general policies rather than specific routines and receive limited supervision.

Established: 10/85

Revised: 5/97, 9/99, 2/06, 6/12

Personnel Commission Approved: June 20, 2012