

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Office Assistant I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-20/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under direct supervision of an assigned supervisor, perform various routine and repetitive clerical activities to provide reasonable, timely delivery of professional services according to established procedures in support of an assigned department.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Perform various clerical duties to meet the needs of the department; type letters, memorandaums, bulletins, reports, requisitions or other materials from detailed or rough copy; proofread completed typing assignments. *E*

Greet, receive and refer visitors to the appropriate staff or department; answer telephone and take and relay messages to ensure reasonable, timely delivery of communication to appropriate personnel; answer routine questions according to established guidelines. *E*

Operate a variety of standard office equipment including but not limited to computers, typewriters, copiers and fax machines. *E*

Sort and file material according to established procedures; accurately maintain records, logs, inventories and routine files. *E*

Receive, sort and distribute incoming and outgoing mail in a reasonable, timely manner to deliver high professional services to the students, families and staff. *E*

Distribute and receive of a variety of records, reports and bulletins as directed.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some clerical experience working in an office or school setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current office practices, procedures and equipment.

Basic record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Operation of various office equipment including but not limited to computers, fax machines and copiers

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Meet schedules and time lines.
Type and enter data accurately.
Maintain accurate records and prepare reports.
Learn new or updated computer software programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and crouching to maintain and retrieve files; hearing and speaking to exchange information in person or on the telephone; seeing to assure complete and accurate reports and letters; sitting or standing for extended periods of time.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions