

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Office Assistant II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-23/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical support duties for an assigned department or program involving independent judgment according to defined policies and procedures to meet the needs of the assigned department; answer phones, greet, direct and assist with routine information in a reasonable, timely manner to provide professional quality services to the community, sites, and other departments as assigned.

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.)

Type letters, memorandums, bulletins, reports, schedules, lists, requisitions or other materials from copy, rough draft or verbal instructions; accurately input a variety of data and records relating to assigned function into a computer system in a reasonable, timely manner. *E*

Proofread documents for accuracy, completeness and conformance to established procedures. *E*

Develop and maintain a variety of logs, records and files related to the assigned office; compile information and prepare summaries and reports; compile and tabulate statistical data. *E*

Maintain supply and material inventory to meet the needs of assigned area; order, receive and distribute materials and supplies according to established procedures. *E*

Answer telephones; receive, greet, screen and direct inquiries and visitors to the appropriate person or office to ensure timely delivery of professional services; make phone calls to request, provide or verify information as directed. *E*

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

Copy and distribute a variety of records, reports and other materials, as directed. *E*

Receive, sort and distribute incoming and outgoing mail to the appropriate staff or office as assigned. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical experience in an office or school setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current office terminologies, practices, procedures and equipment.

Accurate Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of various office equipment including but not limited to computers, fax machines and copiers.
Basic filing systems and information management.
Current software programs such as word processing and spreadsheet.
Telephone and receptionist techniques and etiquette.

ABILITY TO:

Learn current policies, procedures, and terminologies of an assigned department.
Maintain accurate records and prepare reports.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Type and enter data accurately.
Prioritize and schedule work to meet schedules and time lines.
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; constant interruptions; 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 ensure 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