



PERSONNEL COMMISSION

**Class Specification
Salary Range: 10 (C1)**

CLASS CODE

TITLE

3359

OFFICE ASSISTANT

5158

OFFICE ASSISTANT – BL SPANISH

JOB SUMMARY

Under the direction of an assigned supervisor, perform receptionist and routine clerical duties in support of an assigned office; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate. ***E***
- Receive, greet and direct visitors; respond to inquiries and provide a variety of routine information to staff, students, parents and the general public related to standards, procedures and programs. ***E***
- Perform a variety of routine clerical duties including typing, filing, duplicating and distributing materials. ***E***
- Prepare billings and collect fees for assigned office; update and maintain assigned database and files of paid invoices. ***E***
- Compile information and prepare and maintain logs, files and records; review and verify the accuracy and completeness of various documents; prepare routine reports as directed. ***E***
- Receive, sort and distribute internal and external mail. ***E***
- Operate a variety of office equipment, such as a computer, copier and calculator. ***E***
- Assist school personnel in various activities such as plays, snack programs and preparation of materials for special events. ***E***
- Assist with office functions such as enrollment, attendance, fee collection and payroll. ***E***
- Administer routine first aid to distressed, ill or injured students. ***E***

Note: At the end of some of the duty statements there is an italicized "E". This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Office Assistant classification is the entry-level class in the Office Assistant series.

Positions in this classification do not generally require any prior related work experience but applicants and employees must meet the minimum training and skill requirements. The work performed is of a routine and repetitive nature and provides an opportunity to learn the terminology, processes and equipment of the office. The assignments are made on the basis of specific instructions and the work is subject to review for accuracy and completeness. Incumbents in the Office Assistant – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to assure smooth and efficient office operations.

EMPLOYMENT STANDARDS

Knowledge of:

Basic record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of standard office equipment including a computer.
Telephone techniques and etiquette.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform routine clerical duties such as filing, typing, duplicating and maintaining routine records. Learn modern office practices, procedures and equipment.
Answer telephones and greet the public courteously.
Operate a variety of standard office equipment including a computer.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Perform routine and repetitive tasks.
Complete work with many interruptions.
Receive, sort and distribute mail.

Education and Training:

Graduation from high school.

Experience:

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in the Office Assistant - Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.