

**JOB DESCRIPTION**  
**National School District**

**OFFICE ASSISTANT - SCHOOL**

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**Purpose Statement:**

The job of Office Assistant - School is done for the purpose/s of supporting assigned school site administrators by providing general clerical support, information and/or direction and responding to inquiries from parents, students and staff.

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**Essential Functions**

- Administers first aid and medication to students under the direction of health professional for the purpose of meeting immediate health care needs.
- Coordinates the maintenance and/or repair of office equipment for the purpose of ensuring availability in good working condition.
- Distributes mail, checks, supplies, messages, etc. for the purpose of disseminating materials to appropriate parties.
- Maintains a variety of files, documents and records (computerized and manual) (e.g. grades, transcripts, test scores, substitute information, etc.) for the purpose of documenting and/or providing reliable information relative to student records.
- Monitors students referred for illness, discipline, etc. for the purpose of ensuring their safety and welfare .
- Orients new personnel for the purpose of effectively assimilating them into site operations.
- Performs record keeping and clerical functions (e.g. copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site personnel.
- Prepares documents in standardized formats (e.g. letters, test results, newsletters, flyers, etc.) for the purpose of providing written documentation and/or conveying information.
- Processes documents, forms, mailings and materials (e.g. purchase orders, requisitions, receipts, registration, attendance, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries of students, staff, other educational institutions and/or the public for the purpose of providing information and/or direction as requested.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings for the purpose of receiving and/or conveying information.
- Maintains inventory of office supplies for the purpose of ensuring availability as needed.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; word processing/data entry; and standard office practices and procedures

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing effective working relationships; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 65% sitting, 10% walking, and 25% standing. The job is performed under a generally hazard free environment and in a clean atmosphere.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

- Pre-Employment Drug Screening
- Pre-Employment Proficiency Test
- Pre-Placement Physical Exam

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/24/2002

**Salary Grade**

Cisfd 16