

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: OFFICE ASSISTANT, DISTRICT OFFICE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, greet and assist visitors in a courteous and amiable manner; operate a multi-line telephone system to receive incoming calls, answer routine questions and direct calls to appropriate personnel; and organize and perform complex secretarial and administrative functions in support of the District Office, departments and programs as assigned.

REPRESENTATIVE DUTIES:

- Greet visitors of the District Office in a polite and considerate manner, and direct individuals to appropriate District personnel and offices.
- Answer all incoming calls and route them to correct department.
- Serve as liaison between parents, the public and District personnel.
- Provide information concerning district policies, procedures, and programs as needed; communicate effectively with parents, the public and District personnel orally and in writing.
- Receive, screen and route mail and other documents within District office.
- Responsible for maintaining office equipment and requesting repair service as needed.
- Coordinate calendars for the district office Training Center and conference rooms, including coordinating set up with applicable departments and communicating with appropriate staff.
- Maintain conference rooms, Training Center, and lobby area, ensuring they are in a clean, orderly, and well-stocked state.
- Coordinate with the Maintenance, Operations & Facilities Department any needed repairs or maintenance needs at the District Office.
- Prepare and type letters, bulletins, newsletters, certificates, memoranda, agendas, lists, logs, and other written communications on a computer terminal as assigned.
- Perform general clerical support duties including filing, duplicating, assembling, and distributing a variety of materials including Board packets, interview materials, letters, memoranda, and informational packets.
- Perform data entry regarding employee compliance in District and County database systems used in the Human Resources Department (i.e., CPR, First-Aide, Food Handlers certification, TB test results, mandated trainings).
- Support with substitute onboarding tasks, including data entry, guidance, and paperwork collection.
- Process employee identification badges.
- Open and close the District Office according to established procedures; provide information in the lobby for access by the general public and employees.
- Prepare, compile, and maintain data, reports, files, and records.
- Operate computers, applicable software programs and peripheral equipment to enter, process,

revise, and update information; operate a telephone, copier, and other office equipment as assigned.

- Process orders/requisitions for all supplies, materials, and equipment for District office staff
- Review and verify accuracy and completeness of various documents; maintain confidentiality of materials and information.
- Coordinate, organize and perform complex secretarial functions for the Superintendent's Office and Human Resources Department.
- Assist with scheduling, preparation and set up of meetings.
- Process purchase orders, check requests, and reimbursements.
- Assist with new student enrollment during periods of school office closure.
- Provide information to public regarding district attendance areas.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic practices, policies, and procedures for assigned position.
- Common office clerical terminology, skills, and practices.
- Basic financial and statistical accounting and record-keeping.
- Record keeping techniques, filing and information management systems.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of various office machines including a computer terminal.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Receptionist and telephone techniques and etiquette.
- District organization, operations, policies, and programs.
- Pertinent computer software programs such as Microsoft Office, Word, Excel, Power Point, Adobe Pro.

ABILITY TO:

- Answer telephones and greet the public pleasantly, tactfully, and courteously.
- Perform a variety of complex secretarial tasks.
- Effectively plan, organize, prioritize, and complete multiple tasks within reasonable time limits.
- Work independently with minimal direct supervision.
- Communicate effectively both orally and in writing.
- Perform duties effectively with frequent interruptions.
- Maintain accurate records and prepare reports.
- Understand and follow accurately oral and written directions.
- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative, effective working relationships with the public

and District staff.

- Work confidentially and use appropriate discretion in disseminating information.
- Type at 45 words per minute from clear copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years increasingly responsible clerical or secretarial experience; front office/receptionist experience in a school district or other large public agency is desirable.

WORKING CONDITIONS: ENVIRONMENT:

- Office environment
- Frequent interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling, or crouching to file materials.
- Sitting for extended periods of time.
- Lifting items up to twenty-five pounds.

TERMS OF EMPLOYMENT:

Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance, and CPR certification.

SALARY:

Placement on the Classified Salary Schedule on Range 21.