

Job Title: BILINGUAL OFFICE ASSISTANT I

Definition:

Under the general supervision of site or department administrator and under direction of site or department secretary, performs a variety of clerical tasks of above average difficulty, which may include operating a switchboard.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Maintain, receive, and process student records.
2. Assist with inter-district agreements and attendance zone exceptions.
3. Develop, revise and maintain "Locator of Schools".
4. May assist District with translation needs (conference, meetings, home visits, etc.)
5. Maintains office files.
6. Type letters, memoranda, reports, flyers and materials from copy or rough drafts.
7. Makes routine checks and comparisons of reports or records including class counts for Friday report.
8. Obtains and imparts approved information in personal inquiries and telephone contracts.
9. Posts information on forms or records.
10. May process attendance for the school site.
11. May act as site receptionist including answering high volume, multi-line telephone system.
12. May monitor and grade all student aides in the office.
13. May cover health office, first aid, and medication disbursement to students.
14. May receive, sort and route incoming mail and send and receive faxed information.
15. May type and distribute daily school bulletin.
16. May process meal program.
17. Maintain and update District Office and school site phone list.
18. May maintain and update "Who Handles What" list.
19. May type purchase requisitions and warehouse orders.
20. Organizes information and materials necessary for the extended year/intersession program.
21. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Modern office procedures
- Keyboarding, filing
- Business correspondence
- Computer and related software
- High volume, multi-line phone system

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Skill and Ability to:

- Must read, write and speak English and Spanish fluently and be able to perform a variety of written translations.
- Initiate correspondence using correct grammar, spelling, and punctuation in Spanish and English.
- Operate various office machines including computers and related software.
- Understand and follow oral and written directions
- Keyboard neatly and accurately at least 35 wpm on a five-minute test.
- Work harmoniously with fellow workers, school personnel, and parents.
- Meet the public tactfully and courteously
- Maintain professional confidentiality

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent, and at least three years of clerical experience.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 24

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking	X		
Bending (neck)			X
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

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Lifting			Carrying			
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.		X			X	
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions		X	
Supervise		X	
Interpret Data			X
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
Radio			X