

## **MESA UNION SCHOOL DISTRICT**

### **CLASS TITLE: OFFICE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of general clerical support duties; answer phones and greet and assist students, parents and visitors.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of general clerical support duties including typing, filing, copying and distributing materials; assist in assuring smooth and efficient office operations.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to staff, students, parents and the general public.

Type letters, forms, memoranda, bulletins, reports, lists, requisitions or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.

Communicate with District personnel, parents and outside agencies to exchange information and resolve issues or concerns related to office activities.

Prepare and maintain various records and files related to student information, health and assigned activities.

Assist with various attendance functions including verifying excused and unexcused absences; maintain attendance records; issue hall passes to students.

Monitor inventory levels of classroom, office and health supplies; order, receive, distribute and maintain inventory of school supplies.

Participate in a variety of other assigned activities such as preparing and taking pictures for student awards, issuing hall passes and assisting with health screenings. Assist in the cafeteria entering student numbers into the Food Service software, take lunch payments, make daily cafeteria deposits, prepare daily and monthly cafeteria reports, and collect cafeteria money owed.

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Administer routine first aid to students and staff; dispense medication according to physician instructions and District policy; notify parents of ill or injured students as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Telephone techniques and etiquette.  
Basic record-keeping and filing techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Basic operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic first aid procedures.

**ABILITY TO:**

Perform routine clerical duties such as filing, typing, duplicating and maintaining routine records.  
Answer telephones and greet the public courteously.  
Type or input data at 35 words per minute from clear copy.  
Operate a variety of standard office equipment including a computer and assigned software.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Complete work with many interruptions.  
Receive, sort and distribute mail.  
Administer basic first aid.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of general clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certificate issued by an authorized agency within three months of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Cafeteria environment  
Constant interruptions.

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**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

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