OFFICE ASSISTANT I

DEFINITION:

Under the supervision of the assigned administrator, performs a variety of general clerical duties in support of an assigned school office, department or program; answers phones and greets and assists students, parents, staff and visitors.

DISTINGUISHING CHARACTERISTICS:

The Office Assistant I classification provides an opportunity to learn the terminology, processes and operations of an assigned school or department office. Incumbents provide general and varied clerical support to an office and typically work under immediate supervision. The Office Assistant II classification provides diversified clerical support to an office, requiring more experience or an understanding of a process or functional area. The Office Assistant III classification performs complex clerical duties for an assigned school office, department or program requiring knowledge of designated policies, procedures and Other duties m

- Performs a variety of general clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials.
- Provides front desk support and receives, greets and directs visitors; responds to inquiries and provides a variety of general information to personnel, students, parents and the general public.
- Serves as receptionist, answers telephone calls and directs calls to appropriate personnel; takes and relays messages as appropriate.
 ugh copy as assigned by the position; assists with preparing species
 - materials as assigned; composes routine correspondence; proofreads con assignments.
 - Assist in monitoring inventory levels of office or program supplies as assigned

Office Assistant I - Continued

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic calculations.

Ability to: