

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

including typing, filing,

ponds to inquiries and

nd the general public.

te personnel; takes and

e position; assists with preparing special department

ne correspondence; proofreads completed typing

ce or program supplies as assigned

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

Ability to:

- Perform a variety of general clerical duties in support of the office.