

OFFICE ASSISTANT/

DEFINITION:

Under the supervision of the assigned administrator, performs specialized and complex clerical support duties

prepares bank deposits according to established procedures; maintains related accounting records and generates statements as assigned; communicates with other departments regarding invoices and payments as assigned; generates invoices for school and program related fees as assigned.

- Updates, generates and monitors assigned program schedules; maintains assigned calendars; schedules meetings, conferences and appointments; updates and posts site announcements as assigned; assists with maintaining assigned websites as required.
- Types letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy as assigned by the position; assists with preparing special department materials as assigned; composes routine correspondence; proofreads completed typing assignments.
- Serves as receptionist as needed, answers telephone calls and directs calls to appropriate personnel; takes and relays messages as appropriate; assists volunteers with signing according to established procedures.
- Receives, sorts and distributes mail; prepares and distributes informational packets and bulk mailings as directed.
- Monitors inventory levels of office or program supplies as assigned; orders, receives and maintains inventory of office or program supplies as assigned; oversees the preparation of, reviews and submits purchase orders and work orders as assigned; processes travel reimbursements and expense claims according to established procedures.
- Communicates with personnel, parents and outside agencies to exchange information, coordinate activities and resolve issues or concerns; contacts parents to verify attendance information as assigned.
- Operates a variety of office equipment including a printer, copier, a computer and assigned software.
- Provides health office coverage as assigned and dispenses approved medication to students in accordance with organizational policy as assigned by the position.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of general clerical experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and 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.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Reaching overhead and above shoulders to retrieve supplies.

WORK ENVIRONMENT:

Indoor and office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Previously Revised: 06/2017