

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Office Assistant FT (N90)(N95)	Job Family: 10
Department: District Departments and Schools	Lane Placement: 2
Supervisor's Title: Director/Principal	Contract: N90-242 days N95-206 days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 7 Hours
Department Approval: _____	Date: _____
ADA Review: <u>Janele Masten</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>Burt Page</u>	Date: <u>6-13-13</u>
Superintendent Approval: <u>Johnson</u>	Date: <u>6/24/13</u>
Original date: <u>06/86</u>	Revised: <u>12/04 JRC</u> Revised: <u>07/13</u> Revised: _____

GENERAL FUNCTION

Under the supervision of the principal/director and school/district administrative assistant, the **Office Assistant** performs a variety of clerical and office duties and provides support for the administration and office staff.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Perform basic clerical functions (e.g. typing, computer data entry, record keeping, reports, forms, proofreading or packaging).
- Perform general office duties (e.g. organizing, sorting, filing, copying, in-coming and out-going mail, take and deliver messages).
- Assist with receptionist duties (e.g. answer telephone, direct calls to appropriate person, greet and assisting students, staff and/or office patrons, answer questions, schedule appointments).
- May perform one or more of the following specific office duties as assigned (e.g. attendance records, transferring transcripts, process fines, registering students, purchase orders, assist in administering testing, release forms, reports, immunization tracking, receipting cash, labeling and inventory of media materials, school equipment and/or furniture and process surplus items, student check-in and out, type and organize booklets, pamphlets, newsletters, or any item used to communicate information, locate and supply requested information and materials, assist classroom assistants in preparing learning materials, assist in first aid or administering medications or other medical assistance to students after extensive training, assist with transportation or busing schedules or issues, coordinate work-based learning events, activities and communication, etc).
- Maintain effective and positive communication with students, patrons, volunteers, vendors, visitors and district employees.
- Maintain confidentiality of student or district information by following district policies regarding confidential information.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires minimum of six months office experience or training that includes typing, word processing, computer input and retrieval, office receptionist or basic bookkeeping.
- Requires strong computer technology skills, including Microsoft Office products. District computer system experience preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.
- Knowledge of basic First Aid is helpful.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, computers, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.