

MONTEREY COUNTY OFFICE OF EDUCATION

OFFICE ASSISTANT

CLASSIFICATION: Classified

SALARY LEVEL: 30

WORK YEAR:

DEFINITION:

Under supervision of the department administrator assigned, the Office Assistant will be responsible for general clerical duties.

SUPERVISOR:

Administrator or Manager of Area of Assignment

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Provides clerical support including but not limited to: typing, copying, manipulating and maintaining computer data base information systems, maintaining filing systems, record keeping, records and performs routine office duties
- Use computer application software that includes word processing, and database
- Operates office equipment including computers, scanners and copiers and performs minor maintenance (e.g. fixing paper jams, replacement of toner cartridge, etc.) of the copiers
- Scans, sorts and files documents and records according to predetermined classifications (e.g. student cumulative records)
- Verifies data for accuracy and completeness
- Orders, stores and issues supplies
- Assists in maintenance and inventory of materials
- Maintains alphabetical, index and cross-reference files
- Acts as receptionist when necessary
- Assists with the substitute finder system as needed
- Assists in labeling and storing of materials
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to high school diploma
- Any combination of experience and training equal to six (6) months successful employment, which has provided the applicant with the required knowledge and abilities to successfully perform job duties

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques, and basic recordkeeping
- Computer application software that includes word processing, database and spreadsheets

Skills and Abilities:

- Performs entry level clerical work
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Prioritize and complete all work and ensure accurate records and documents are completed and updated within required timelines
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Communicate in English, clearly and concisely, both orally and in writing
- Operate modern office equipment including but not limited to computer, scanner, copiers – including ability to maintain and troubleshoot minor problems.
- Perform basic arithmetical calculations with accuracy
- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties and office policies
- Handle information in a discreet and confidential manner
- Analyze situations accurately and adopt an appropriate course of action and seek assistance when needed
- Exercise reasonable judgment in unusual circumstances

Desirable Qualifications:

- Experience in general clerical duties
- Experience in recordkeeping and inventory procedures
- Experience in data entry

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License with evidence of insurability

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