

**CHICO UNIFIED SCHOOL DISTRICT
OFFICE ASSISTANT ELEMENTARY ATTENDANCE**

DEFINITION

Under general supervision, to primarily perform elementary attendance duties and a variety of general clerical duties and to provide back up for the School Office Manager; to provide word processing and data entry support; and to provide information and assistance to students, faculty, staff and the general public.

SUPERVISION EXERCISED

May exercise functional and technical supervision over student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a variety of clerical duties, including typing, proofreading, filing, checking records and recording information on records.
- Compile and prepare various departmental files, records and reports; search files for specified information.
- Type letters, reports, requisitions, purchase orders, forms, warrants, file cards and other material from rough draft, marginal notes, verbal instruction or transcribing machine recordings; respond to routine correspondence; shred confidential materials.
- Greet visitors and the general public in person and on the telephone; refer visitors and transfer calls to appropriate personnel; take and transmit messages for staff; assist the general public, staff, faculty and students by providing general information regarding the location, dates and times of events and District policies and procedures; relay messages to appropriate personnel regarding emergency calls and situations; schedule appointments.
- Maintain accurate attendance records, including issuing readmit slips, compiling master absence lists, verifying student absences, providing information to parents, teachers and counselors, posting absences and preparing regular and annual tabulations on attendance; input absences into computer from a variety of sources, including class rolls, calling lists, tardy lists and parents; contact parents by telephone or in person regarding student absences; run reports of unverified absences.
- Maintain and review financial and attendance records and documents for clerical and arithmetical accuracy, completeness and for compliance with established procedures; sort and file documents and records according to predetermined classifications.
- Sort and distribute mail and fax correspondence.
- Receive, sort, duplicate and distribute various instructional materials; prepare materials for student packets, faculty handbook and other related materials for distribution.
- Take care of sick or injured students; administer basic first aid and dispense prescribed medication to individual students in accordance with District policy; notify parents of student injury or illness as necessary; complete accident reports as needed.
- Review and monitor purchase orders and invoices; maintain records of expenditures.
- Monitor inventory of materials, supplies and equipment; examine the condition of inventory; repair or replace items as required.
- Contribute to the design, edit, duplication and distribution of the newsletter and bulletins to parents and staff.
- Supervise students present in the office for disciplinary reasons or who arrive early or leave campus late.
- Operate a variety of office machines, including typewriters, copiers, adding machines, transcribing machines and computer terminals.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, methods and computer equipment;
- Principles and procedures of record keeping;
- Word processing methods, techniques and programs;
- Techniques used in public relations;

- Alphabetical, numerical and subject matter filing systems;
- Basic mathematical principles;
- English usage, spelling, vocabulary, grammar and punctuation.

Skill to:

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to student attendance and assigned programs and functions;
- Learn basic first aid principles and practices; may be required for some positions;
- Perform responsible clerical work with accuracy and speed, with frequent interruption;
- Perform accurate mathematical computations;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Respond to requests and inquiries for information regarding District policies and procedures;
- Work independently in the absence of supervision;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of general clerical experience.

Training:

- Equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.