

**CHICO UNIFIED SCHOOL DISTRICT  
OFFICE ASSISTANT**

**DEFINITION**

Under general supervision, to perform a variety of general clerical duties in support of the program to which assigned; 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.
- Provide information to parents, teachers and counselors and may provide assistance to Senior Office Assistant who maintains secondary student attendance.
- Maintain and review financial 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 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.