CHICO UNIFIED SCHOOL DISTRICT
SENIOR OFFICE ASSISTANT

DEFINITION
Under general supervision, to perform a variety of specialized clerical work 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 clerical staff and student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

• Perform a wide variety of specialized clerical work, including maintaining accurate and detailed records, compiling information and data for statistical and financial reports, verifying accuracy of information, researching discrepancies, tabulating statistical data and recording information; develop and maintain files and complex record keeping systems.

• Apply departmental and program policies and procedures in determining completeness of forms, records and files; provide information and forms to the students, faculty, staff and the general public; collect and process appropriate information.

• Type, proofread and word process a variety of documents, including general correspondence, agendas, reports, newsletters and memoranda from rough draft or verbal instruction.

• Receive calls, visitors and mail; respond to complaints and requests for information from students, faculty, staff and the general public; interpret and explain rules and regulations.

• Perform routine administrative support duties within the clerical support system; order, requisition and store appropriate materials, supplies and equipment; recommend improvements in work flow, procedures and use of equipment and forms; prepare work orders.

• Direct the work of students working in assigned office; recommend grades based upon work performance.

• Operate office equipment, including computer equipment, copiers, calculators, typewriters and other related machines.

As Assigned:

• Maintain accurate attendance records, including issuing readmit slips, typing 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.

• Serve as dispatcher for school bus drivers; act as liaison with school officials; implement emergency procedures as necessary; apply District policies and procedures regarding parent applications for school busing; compile information and maintain detailed records concerning parent information and payments.

• Check purchase orders and invoices; maintain records; advise on expenditures.

• Monitor student reporting to office for discipline.

• Serve as secretary to assigned staff; relieve staff of complex clerical details.

• Schedule meetings and appointments for assigned staff.

• Maintain budget records for programs and grant funds.

• Maintain use of facilities forms; determine the necessity of and schedule custodians to cover events; determine charges for use of facilities; prepare billing statements; track and analyze use of facilities.

• Take care of sick or injured students; administer basic first aid and dispense prescribed medication to individual students in accordance with District policy.

• Attend meetings and conferences as assigned and serve as recorder; prepare materials and agenda for assigned meetings.

• 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.

• Principles and practices of data collection and report preparation.
State laws regarding attendance.
Principles of business letter writing.
Techniques used in public relations.
Basic accounting and bookkeeping procedures.
Word processing methods, techniques and programs, including spreadsheet and database applications.
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.
- Take and transcribe dictation at a speed necessary for successful job performance may be required for some positions.

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 and difficult specialized clerical work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Provide lead supervision for lower level staff and student assistants.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Respond to requests and inquiries for information regarding District policies and procedures.
- Collect and tabulate information and data.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Work effectively and efficiently under pressure with constant interruptions.
- Plan and organize work to meet schedules and deadlines.
- Independently compose correspondence and memoranda.
- Work independently in the absence of supervision.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- 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 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:
- Three years of responsible clerical experience, including experience in the maintenance of complex records.

Training:
- Equivalent to the completion of the twelfth grade supplemented by specialized course work in office practices or a related field.

Special Requirements:
Essential duties require the following physical skills and work environment:
- Please refer to the Job Analysis.