

**BERRYESSA UNION SCHOOL DISTRICT**  
**Position Description**

**Job Title: Office Assistant**

Job Purpose Statement/s: The position of "Office Assistant " will be to provide clerical support to a department or site; communicate information regarding various activities and/or respond to requests; and provide timely and accurate distribution of information and material.

**Essential Job Functions:**

- **Responds** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- **Maintains** files for the purpose of ensuring accurate records and compliance.
- **Evaluates** situations (i.e. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- **Maintains** various records, schedules, files, rosters, data, etc. for the purpose of documenting and/or providing reliable information.
- **Processes** documents and materials electronic mail (e.g. schedules, surveys, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties.
- **Monitors** Information for the purpose of documenting activities for adherence to policies and procedures.
- **Assists** in composing documents (e.g. correspondence, agendas, bulletins, reports, etc.) for the purpose of communicating information to schools, district personnel, the public, etc.

**Other Job Functions:**

- **Attends** appropriate workshops/conferences for the purpose of sharing information and/or improving skills/knowledge.
- **Attends** meetings for the purpose of conveying and/or gathering information required to perform functions.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements - Qualifications:**

- **Experience Required:** Prior job related experience.

**Skills, Knowledge and/or Abilities Required:**

*Skills* to operate standard office equipment, including use of computer applications to enhance essential job function; communicate clearly and effectively; use English in both written and verbal form; use correct spelling, grammar and punctuation.

*Knowledge* of standard office equipment, computer applications to complete essential job functions.

*Abilities* to sit for prolonged periods; work independently with constant interruptions, understand and carry out oral and written instruction; interact positively with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

**Education Required:** High School diploma or equivalent.

**Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, word processing test.

**Reports to:** Designated Department/Site Administrator

**Terms of Employment:** 12 months

**Salary Placement:** Range 8

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Personnel and the C.S.E.A. Contract.

**Board Approved:** February 9, 1999