

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROJECTS OFFICE ASSISTANT (Range 16)

BASIC FUNCTION:

Under the direction of a Categorical Program Specialist or other assigned supervisor, perform a variety of responsible project-related clerical duties to assist administrators; input a variety of information and produce a variety of correspondence, records and reports; greet the public, answer phones and provide information; maintain assigned projects budgets; maintain inventories and supplies for assigned programs.

REPRESENTATIVE DUTIES:

Perform a variety of responsible clerical duties to assist program managers, students and parents; assist with the smooth and efficient processing and flow of information and materials for assigned projects or programs. *E*

Greet the public and answer phones; provide information and directions, take messages, or transfer to appropriate individual as needed; provide information to students, teachers, parents and others regarding assigned office or program; explain established policies and procedures; assist in orienting parents and students to project facilities and activities. *E*

Provide information related to assigned program office; schedule appointments for administrators; assist students in using program materials; prepare a variety of correspondence, lists, records, and reports as assigned; operate computers and various software applications to prepare program and budget reports. *E*

Operate a variety of office equipment, including personal computers and computer terminals, printer, typewriter, fax machine, copier and scanning machine. *E*

Type agendas, memos, budget authorizations, purchase orders and other items. *E*

Perform a variety of responsible clerical tasks; prepare and type correspondence, schedules, bulletins, rosters, announcements, time cards, applications, purchase requisitions and other documents; compare budget records against printouts to verify accuracy; research and resolve errors and discrepancies as needed; balance budgets for each assigned project; post and process time cards. *E*

Assist other office staff as needed; and provide direction to student assistants as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting methods.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer terminal.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Oral and written communications skills.

ABILITY TO:

Perform a variety of responsible clerical duties quickly and accurately involving frequent public interaction.
Learn, interpret and explain rules, regulations and policies regarding assigned school office.
Operate a computer terminal to enter data, maintain records and generate reports.
Determine appropriate action within clearly defined guidelines.
Understand and follow oral and written directions.
Establish and maintain effective and cooperative working relationships with others.
Work confidentially with discretion.
Meet schedules and time lines.
Maintain records and prepare reports.
Make arithmetic calculations quickly and accurately.
Provide assistance and complete work with many interruptions.
Type and/or use word processors accurately at 40 words per minute.
Communicate effectively with students, staff and the general public.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of responsible clerical experience involving contact with the public in an automated office environment.

WORKING CONDITIONS:

ENVIRONMENT:

School office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Seeing to observe documents.
Hearing and speaking to communicate with others.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate office equipment.
Bending at the waist.
Reaching overhead and above shoulders.
Lifting and carrying moderately heavy objects.

HAZARDS:

Contact with angry or dissatisfied individuals.
Exposure to sick or bleeding students.