

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: OFFICE ASSISTANT I (Range 12)

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of clerical support duties for an assigned department or program according to several specific routines and well-defined policies and procedures.

#### **DISTINGUISHING CHARACTERISTICS:**

Office Assistant I incumbents perform a variety of clerical support duties involving application of well-defined policies and procedures. Office Assistant II incumbents perform a variety of complex and diverse clerical duties involving independent judgment and action within a specific office functional area or provide sole clerical support for an assigned office.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of clerical support duties for an assigned department or program according to several specific routines and broadly defined policies and procedures. *E*

Type letters, memoranda, bulletins, reports, schedules, lists, requisitions or other materials from copy, or rough draft of verbal instructions on a typewriter or computer terminal; input a variety of data and records relating to assigned function into a computer system. *E*

Proofread documents for accuracy, completeness and conformance to established procedures. *E*

Develop and maintain a variety of logs, records and files related to the assigned office; compile information and prepare summaries and reports; compile and tabulate statistical data. *E*

Maintain supply and material inventory of assigned area; requisition, receive and distribute materials and supplies according to established procedures. *E*

Answer telephones; greet the public and provide routine information and direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed. *E*

Operate a variety of office and other equipment as assigned; maintain equipment in proper working condition. *E*

Receive and count money and verify accuracy. *E*

Duplicate and distribute a variety of records, reports and other materials, as directed.

Receive, sort and distribute incoming and outgoing mail as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal and data entry techniques.

**ABILITY TO:**

Maintain accurate records and prepare reports.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Type at 40 words net per minute from clear copy.

Operate a variety of office equipment.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of clerical experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Reaching overhead, above the shoulders and horizontally to maintain and retrieve files.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to assure complete and accurate reports and letters.