

## SENIOR OFFICE ASSISTANT (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This is difficult clerical work involving responsibility for maintaining important school records and reports, including the proper handling of confidential materials. Responsibilities include data collection and organization, producing and processing of routine correspondence, telephone communications. Use of a computer is required to perform the work, and accuracy is essential. Considerable contact and interaction with school administrators, teachers, school personnel, students and parents is involved. Senior Office Assistant (School) differs from Office Assistant (School) in that the senior level requires a greater exercise of independent judgment and initiative in the application of prescribed methods and procedures where policies have already been established. Work is performed under general supervision. Supervision may be exercised over a small number of clerical personnel. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs detailed confidential clerical work in the maintenance of complex records, files and other source documents;  
Enters and maintains information on forms i.e. requisitions, certificates, absentee and tardy listings, accident forms, purchase orders, and form letters involving suspensions, infractions, detention, tardiness, etc.;

Prepares correspondence, reports, and other materials for school district officials, as required;

Provides information to school district personnel and officials as well as the public in person, by telephone, by letter or by email, as appropriate;

Collects and compiles a variety of information and data to be used in reports, databases, web-based communications, etc., and prepares such information and data in final form, in accordance with needs and instruction from school district personnel and officials;

Receives, sorts, screens and distributes mail, enclosures, and related information, as necessary;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May handle appointment calendar for meetings with school personnel and officials, as required;

May coordinate purchases, record keeping and account monitoring for a unit or division of the school district;

May assign and check the work of clerical personnel;

May maintain attendance records for staff;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office practices, procedures, terminology and equipment; good knowledge of business arithmetic and English; good knowledge of the policies and regulations relating to schools, protected information, etc.; ability to operate an alphanumeric keyboard at an acceptable rate of speed; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to enter data, organize and maintain records, and prepare reports; ability to set up appropriate forms, charts and other tabular listings; ability to understand and carry out moderately complex oral and written instructions; ability to function independently in relatively unstructured situations; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; accuracy; resourcefulness; initiative; good judgment; tact; courtesy; neat appearance.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and two (2) years of clerical experience which must have involved the use of computer applications to enter data, maintain records or prepare reports and documents; or
- b) Four (4) years of clerical experience which must have involved the use of computer applications to enter data, maintain records or prepare reports and documents; or
- c) An equivalent combination of training and experience as described above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.