

OFFICE ASSISTANT I (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical and data entry work which involves maintenance of school records and data, typing announcements, letters and similar, using basic computer applications. Work is performed according to established procedures. Responsibilities may include entering data, maintaining calendars and schedules, and assisting callers, visitors, students and staff by providing routine information. Considerable contact and interaction with school administrators, teachers, school personnel, students and parents is involved, requiring confidentiality and proper handling of confidential materials. Work is performed under general supervision. Supervision of others is not a requirement of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Enters data and information accurately to assist with producing forms and routine correspondence, i.e., requisitions, certificates, absentee and tardy listings, accident forms, purchase orders, and form letters involving suspensions, infractions, detention, tardiness, etc.;

Enters data accurately to assist with maintenance and updating of records and files, and for reporting purposes;

Receives, distributes, and files correspondence received by the school district;

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

Performs scheduling functions such as appointments for parents and/or students with school personnel and officials, or updating building use calendar, etc.;

Receives telephone calls, directs parents, students and visitors, and acts as receptionist;

Contacts parents regarding schedules, meetings, student absences and/or tardiness, or other matters, as required;

Assists students with phone calls, lockers, lunch charges, bus notes, etc.;

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: Working knowledge of office practices, procedures, terminology and equipment; working knowledge of business arithmetic and English; knowledge of office record

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keeping practices; ability to operate an alphanumeric keyboard at an acceptable rate of speed; ability to use basic computer applications for word processing, record maintenance, etc.; ability to enter data, organize and maintain records; ability to understand and follow oral and written instructions; 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; or
- b) Two (2) years of clerical experience, one (1) of which must have involved the use of computer applications to enter data, maintain records or prepare reports; or
- c) An equivalent combination of training and experience as described above.

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.