

OFFICE ASSISTANT (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This is standardized 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. Work is performed under general supervision. The incumbent may function in a lead worker capacity with other clerical or aide personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs confidential clerical work in the maintenance of records and files;
Collects information and data;
Compiles informational and statistical reports;
Uses a computer to enter information on forms, i.e., requisitions, certificates, absentee and tardy listings, accident forms, purchase orders, and form letters involving suspensions, infractions, detention, tardiness, etc.;

Contacts parents regarding schedules, meetings, student absences and/or tardiness, or other matters, as required;
Makes appointments for parents and/or students with school personnel and officials, as required;
Maintains records of supplies and issues to district personnel;
Receives telephone calls, directs parents, students and visitors, and acts as receptionist;
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;

May be assigned to perform routine account clerical functions such as receive and process payments, school tax collection activities, process statements and registers, and related tasks;
May be assigned to provide clerical assistance to a variety of specific administrators and/or departments;
May lead lower-level staff in project assignments;
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.

OFFICE ASSISTANT (SCHOOL) (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office practices, procedures, terminology and equipment; working knowledge of business arithmetic and English; 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 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 which must have involved some use of computer applications to enter data, maintain records or prepare reports; or
- c) An equivalent combination of training and experience as indicated in a) and b) 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.