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**OFFICE ASSISTANT II**

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Class Code: 8786

**TITLE:** "It's About Kids" Support Services Office Assistant II  
(Grade 13)

**REPORTS TO:** Director

**SUPERVISES:** N/A

**JOB FUNCTION:** Perform a variety of responsible clerical duties involving word processing, filing and maintaining records or reports in support of a District function, as well as familiar with procedures and policies assigned program or department.

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**DUTIES AND RESPONSIBILITIES:**

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- Perform a variety of clerical duties including word processing, filing, record-keeping, proofreading and processing information.
- Word processing letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft
- Maintain a variety of logs, records and files related to assigned office; compile information from a variety of sources and prepare summaries and reports as needed
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer questions and provide information and directions or explain policies and procedures; schedule meetings and appointments.
- Assist the public and District employees in completing forms, applications and other District, State and federal forms and documents as needed
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment; compile and verify information; produce periodic reports, lists and records as assigned.
- Maintain attendance, academic and health records; update computer information databases.

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- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct research duties as needed and assigned.
- Maintain supply and material inventory of assigned area as required; assist with ordering, receiving and distributing materials, equipment and supplies according to established procedures; coordinate purchasing efforts with the purchasing department as needed and required
- Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify vendors or supervisor of discrepancies or damage.
- Operate a variety of office equipment, such as a computer, fax machine, calculator, copiers, and other machines as required; enter data in a computer assigned.
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Schedule appointments, conferences and meetings; maintain various schedules and calendar as needed.
- Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.
- Sort and distribute incoming U.S. and intra-District mail.
- Perform other duties as assigned (refer to specific task list)
- Maintain regular attendance.

**KNOWLEDGE AND ABILITIES:**

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**KNOWLEDGE OF:**

- Rules, regulations, policies and laws related to assigned function or department.
- Modern office practices, procedures and equipment.
- Operation of standard office machines, including computer terminals.
- Record storage, retrieval and management systems.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid techniques and procedures.
- Basic math.
- Basic record-keeping techniques.

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## ABILITY TO:

- Perform a variety of responsible clerical duties involving word processing, filing and maintaining records or reports in support of a District function.
- Learn and apply laws, rules, regulations involved in assigned clerical activities.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Operate a variety of office equipment including computer terminal as required by the assignment.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Complete work with many interruptions.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

**EDUCATION AND EXPERIENCE:**

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- High school diploma or G.E.D. Certificate and one year of clerical experience including some experience with automated office equipment.

*Original Date: 01/1999*

*Revision Date: 01/2003*

*Revision Date: 07/2011*

*Revision Date: 07/2012*

*Revision Date: 07/2013*