

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASPIRE OFFICE ASSISTANT – BILINGUAL

BASIC FUNCTION:

Under the direction of the ASPIRE Coordinator, perform a variety of diversified clerical and record-keeping duties in support of the ASPIRE program office; maintain accurate records of student attendance and provide related reports; answer phones, greet and assist parents/guardians, staff and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of diversified clerical duties in support of the District ASPIRE program office including typing, filing, duplicating and distributing materials.

Perform a variety of duties related to attendance accounting and record-keeping for the ASPIRE program for each school site; prepare, maintain and account for program and other attendance records and reports for submittal.

Compile information; prepare and maintain a variety of records and reports related to ASPIRE programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments as assigned by position.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, parents/guardians and the general public related to office, department or program activities, policies and procedures.

Input data into assigned computer systems; maintain automated records; generate computerized lists and reports as requested; review input and output data for accuracy.

Receive, sort and distribute mail; prepare and distribute informational packets as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Communicate with personnel and outside agencies to exchange information and address issues or concerns.

Monitor inventory levels of office supplies; order, receive and maintain inventory of office supplies.

Schedule and arrange appointments, conferences and meetings as directed; maintain calendars; make District-related travel arrangements as assigned.

Process purchase requisitions and invoices as assigned; monitor office or program expenditures; maintain auditable records.

Translate necessary documents and provide interpretation during meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Policies and objectives of assigned programs and activities.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

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

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic math.

Designated second language.

ABILITY TO:

Perform a variety of diversified clerical and record-keeping duties.

Answer telephones and greet the public courteously.

Learn and apply applicable laws, codes, rules and regulations.

Maintain records and prepare reports.

Input data at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Work with many interruptions.

Meet schedules and timelines.

Receive, sort and distribute mail.

Perform basic math.

Speak, read, and write a designated second language.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent and two years general clerical experience.

January 2015

Ewing Consulting, Inc.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

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

Sitting or standing for extended periods of time.

Ability to see to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

FINAL 4-22-14