

OFFICE ASSISTANT - MAINTENANCE

Purpose Statement:

The job of Office Assistant - Maintenance is done for the purpose/s of providing secretarial support to assigned personnel within the Maintenance Department; assisting in the scheduling of activities; maintaining records in compliance with financial, legal and administrative requirements; and providing information and/or direction to others as may be requested.

Essential Functions

- Administers first aid and medication to students as may be required within established health guidelines for the purpose of meeting immediate health care needs of students as assigned.
- Assists with processing of documents, forms, mailings and materials (e.g. work orders, requisitions, time cards, etc.) for the purpose of disseminating information to appropriate parties.
- Attends meetings as assigned (e.g. trainings, in-services, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data from a variety of sources (e.g. work orders, purchase orders, utility charges, etc.) for the purpose of preparing departmental reports in compliance with financial, legal and/or administrative requirements.
- Composes documents (e.g. standardized correspondence, agendas, reports, bulletins, newsletters, memos, etc.) for the purpose of documenting events, providing and/or requesting information.
- Distributes mail, supplies, messages, etc. within department for the purpose of disseminating materials to appropriate parties.
- Greets public, students, vendors, etc. for the purpose of responding to their inquiries, ensuring visitors sign in/out, and/or escorting/directing them to appropriate personnel.
- Maintains documents, files and records (e.g. program reports, locker combinations, enrollment, requisitions, grades, attendance, work orders, emergency cards, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Performs record keeping and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information facilitating communication among parties and/or providing direction.
- Schedules a variety of activities (e.g. meetings, travel arrangements, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.
- Screens inquires of staff, vendors, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 11