

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of diversified clerical and record-keeping duties in support of an assigned school office or program; answer phones and greet and assist students, parents, staff and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of diversified clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials.

Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; verify and process forms and applications as needed.

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

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, students, parents and the general public related to school office or program activities, policies and procedures.

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

Maintain student database as assigned; enter various student information and make changes as needed; maintain and post attendance data and grades as assigned; compile data and generate related reports.

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

Schedule and arrange appointments, conferences and meetings as directed; distribute notices of meetings; maintain school or other program calendars.

Process and monitor staff attendance data including absences and related data; participate in processing payroll information and distributing checks.

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

Process new student referrals and registration according to established procedures.

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

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

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

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.
- Correct 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.

ABILITY TO:

- Perform a variety of diversified clerical and record-keeping duties in support of an assigned school office or program.
- Answer telephones and greet the public courteously.
- Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
- Maintain records and prepare reports.
- Type or 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.
- Complete work with many interruptions.
- Meet schedules and timelines.
- Receive, sort and distribute mail.
- Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years general clerical experience.

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.

Seeing to read a variety of materials.

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