

YUBA ENVIRONMENTAL SCIENCE CHARTER ACADEMY

OFFICE ASSISTANT

Under general supervision, performs a variety of highly difficult clerical and financial tasks for school-wide operations and to do other work as required.

EXAMPLES OF DUTIES

Types letters, memoranda and various reports and lists; records information; sets up and maintains file systems. Acts as a receptionist. Assists public, staff and students by referring them to sources of information; has primary responsibility for telephone system; interviews visitors; answers questions concerning site activities and programs consulting various sources of information. Compiles and prepares statistical reports, correspondence memos, and other types of records in accordance with predetermined forms and procedures; screens reports for completeness and arithmetical accuracy; prepares purchase orders; may monitor budget balances; arranges and coordinates meetings operates a variety of office equipment including computers. Orders supplies and maintains inventory of materials for office. Assists with enrollment of pupils; Has primary responsibility for the positive attendance program;

EMPLOYMENT STANDARDS

Education and/or Experience: High school diploma supplemented by course work in general office skills required. Minimum of three years of technical clerical and record keeping experience required.

Knowledge and Skills: Requires thorough knowledge of secretarial practices, specialized office procedures, filing, record keeping, receptionist and telephone techniques and etiquette. Requires good English, grammar, spelling, punctuation and math skills. Requires technical knowledge of bookkeeping sufficient to process some accounting transactions. Must be skilled in the use of computer word processing programs and have a basic understanding of the use of spreadsheets and databases. Must have sufficient communication skills to project a positive image and convey basic information to customers, students, parents and staff. Must be able to monitor and update the school website.

Abilities: Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to learn, understand and apply school rules, regulations and policies. Requires the ability to operate standard office machines and equipment, including typewriters, telephone systems, copiers, calculators, computers, printers, etc. Must be able to maintain records and prepare reports. Requires the ability to communicate with peers and other staff or public in a manner reflecting positively on the school.

Physical Abilities: Requires sufficient arm, hand and finger dexterity in order to operate keyboard, typewriter (55 wpm) and other office equipment. Requires visual acuity to read words and numbers.

Licenses and Certificates: Valid California Driver's License.

Clearances

Criminal Justice Fingerprint/Background Clearance TB Clearance