

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

SCHOOL OFFICE ASSISTANT

DEFINITION:

Under the direction of the Principal or administrator, perform a variety of general clerical duties in support of the assigned school; answer phones and greet and assist students, parents, staff and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of general clerical and secretarial duties to relieve the Principal of administrative and clerical detail to include typing, filing, duplicating and distributing materials; assist other school personnel with clerical assistance.
- Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.
- Prepare regular payroll reports and submit reports and timesheets to the payroll department.
- 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 public.
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested.
- Assist with monitoring students in the office as needed; assist with administering routine first aid to students and staff in the absence of health office personnel; notify parents of ill or injured students as needed.
- Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, attendance, staff and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.
- Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Assist in monitoring inventory levels of office supplies; assist with ordering, receiving and maintaining inventory of office supplies.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two (2) years general clerical experience.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.
- Valid First Aid and CPR Certificate issued by an authorized agency.

Knowledge of:

- Modern office practices, procedure and equipment.
- Telephone techniques and etiquette.
- Basic record-keeping and filing techniques.
- 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.

Ability to:

- Perform a variety of general clerical duties in support of an assigned office or program.
- Answer telephones and greet the public courteously.
- Learn department or program objectives, policies, procedures and goals.
- 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.
- Receive, sort and distribute mail.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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