



## 1145 DEPARTMENT ASSISTANT

---

### **Classification Summary**

Performs a variety of clerical and office duties for which procedures and methods are well-defined. May type, file, sort documents, post data and perform book and record-keeping duties. May be assigned to coordinate elements of a department function where supervision is infrequent such as a language, math or science lab, or an attendance office. Knowledge specific to each department is accumulated by the incumbent and is useful for quick, accurate accomplishment of assigned tasks.

### **Distinguishing Characteristics**

1. Performs general clerical duties oriented toward the department to which assigned, such as counseling office, foreign language department or school principal's office.
2. Excludes clerical positions in areas such as Health Services, Computer Lab, Financial Services, or where the knowledge, skills, abilities, procedures and regulations specific to the type of work in those areas must be understood and the ability to apply these must be demonstrated prior to employee hire.

### **Supervisory Relationships**

1. Works under the general supervision of a professional staff member. Incumbent often works independently and where supervisor's assistance is available at crucial steps.
2. May train and supervise activity of student assistants and students using departmental facilities.

### **Examples of Duties**

1. Format, type and proofread correspondence, memos, instructional materials, purchase orders, catalogs, print order requests, newsletters, files, student recommendations, school activity programs and other documents.
2. Prepare materials and assure proper receipt of complete projects. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.) and production equipment (e.g. thermofax machine, laminator, staple, hole punch, binding equipment)
3. Maintain inventory of supplies and equipment for departmental use; place orders when necessary; check in and shelve shipments upon arrival.
4. Demonstrate to staff and students the correct use of current office technology and equipment (e.g., computer systems, fax, copiers, etc.) and explain procedures involving the operation of other instructional machines (e.g., microfiche, overhead projector, video camera, and cataloging or filing system).
5. Open, sort and distribute incoming mail.
6. Answer telephone, assist callers, route calls and take messages as necessary; act as personal receptionist for students, parents, staff, and guests.
7. Schedule and arrange details for field trips, conferences, appointments, guest speakers and other activities involving staff, students or parents.
8. Maintain filing system for department to which assigned; update system or add data as necessary.
9. Assist school nurses, counselors, teachers or other department staff as requested.
10. May perform tasks to document and process student attendances' and absences which may include collecting attendance statistics from teachers, entering this information into an OTIS computer terminal, and completing and mailing warning slips when a student is consistently missing classes.
11. May administer or assist professional staff members in the administration of standardized academic tests.
12. May register and schedule students for required classes each quarter or trimester, or maintain an assignment system for student lockers.
13. May be required to maintain book or record-keeping ledgers, post data in computers, or budget and monitor expenditures.

14. May cashier for lunch tickets and student activities such as athletic events, musical or dramatic performances, or dances.
15. May perform tasks in Library or IMC as requested by supervisors. Duties may include shelving, filing, and preparation of materials for circulation.
16. If assigned to a school setting, may perform tasks involving student welfare, such as dispensing minor first aid, administering discipline or detention, and responding to a variety of requests from students for assistance.

**Required Knowledge, Skills and Abilities**

1. Ability to type, use duplicating equipment, calculator and other standard office machines. Skills specialized to departmental needs may be required.
2. Ability to use or learn to use current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
3. Ability to communicate effectively orally and in writing; knowledge of English grammar, spelling and punctuation.
4. Ability to work under pressure of simultaneous deadlines and frequent interruption.
5. Ability to establish and maintain effective working relationships.
6. Respect for confidentiality.

**Minimum Qualifications for Class Entry**

1. High school diploma or equivalent.
2. Demonstrated ability to type 45-60 wpm with accuracy.
3. Experience in secretarial or clerical work requiring extensive public contact and interaction.

**Work Environment**

Incumbents work in an office setting either in the Central office or at an Elementary, Middle or Senior High School.