

PENINSULA SCHOOL DISTRICT
Job Description

OFFICE ASSISTANT

LOCATION: TECHNOLOGY SERVICES DEPARTMENT

JOB SUMMARY:

This position provides clerical support to the staff of the Technology Services Department. Responsibilities include placing and receiving telephone calls; providing assistance to the department Administrative Secretary; photocopying and maintaining files and records; and performing a variety of other clerical duties.

DUTIES AND RESPONSIBILITIES:

1. Places and receives telephone calls and responds to caller inquiries/requests; provides information or routes caller to appropriate staff member; takes and relays messages. Greets office visitors and provides assistance.
2. Formats, types and edits correspondence, memoranda, forms, and other reports; proofreads, duplicates and distributes.
3. Assists in the tracking of Technology Work Orders, Technology Training Class registration and other databases used by the department.
4. Assists in the preparation of purchase orders; maintains purchase order files using a spreadsheet program. Verifies receipt of merchandise against purchase orders, routes packing slips and invoices to Accounts Payable for processing; sorts, wraps, and forwards items to appropriate schools.
5. Responsible for the shipping, receiving, inventorying and distribution of equipment and materials, including warranty repair services.
6. Duplicates and distributes a variety of materials such as booklets, manuals, training materials, and other information. Coordinates production of projects requiring special printing. Orders and distributes forms.
7. Creates and maintains computer files and records for technology and testing.
8. Uses Internet for a variety of projects such as responses to technology questions, training support, and research to support the department.
9. Opens and distributes mail; ensures confidentiality as required.
10. Performs related duties as assigned.

REPORTING RELATIONSHIP:

Reports to the Administrative Secretary and Technology Support Supervisor.

AFFILIATION: Clerical

FLSA: Covered

Peninsula School District

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent and two years of clerical experience. Completion of a community college, vocational school or industry sponsored technical training program OR a demonstrable level of skill through alternate sources of training experience.

Allowable Substitutions

Advanced technical training in secretarial procedures may substitute on a month-for-month basis for up to two years of the required experience.

Knowledge, Skills & Abilities

Knowledge of general clerical procedures.

Knowledge of correct grammar, spelling and English usage.

Knowledge of bookkeeping procedures; ability to maintain accurate records.

Keyboarding skill at 50 wpm.

Skill in operating computers and MS Office software.

Effective oral and written skills.

Knowledge of database and spreadsheet programs i.e. Excel, Access, FileMakerPro

Ability to work independently with minimal supervision.

Ability to set up and maintain an accurate filing system.

Ability to organize and set priorities.

Ability to work effectively under pressure and remain flexible.

Ability to maintain confidentiality.

Ability to establish and maintain effective working relationships with staff and the public.

Licenses/Special Requirements

Valid Washington State Driver's license and a good driving record.