

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: OFFICE ASSISTANT III****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of responsible and technical clerical duties requiring specialized knowledge and independent judgment involving frequent and responsible public contact; provide for proper input and output of a variety of data.

DISTINGUISHING CHARACTERISTICS:

Office Assistant III incumbents perform a variety of complex and diverse clerical duties involving independent judgment and action within a specific office functional area or provide sole clerical support for an office. Office Assistant III incumbents perform a variety of clerical support duties involving application of well-defined policies and procedures.

ESSENTIAL FUNCTIONS:

- Perform technical clerical responsibilities related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State or federal regulations; communicate with other agencies or departments to provide or obtain information.
- Compose correspondence independently or from oral instructions; prepare letters, memos and forms, requesting, providing or verifying information; receive, screen and route mail.
- Receive and screen telephone calls and visitors; schedule appointments; coordinate schedules and communicate with others regarding meetings and appointments; direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of program or office according to established guidelines.
- Prepare, format, type, proofread and duplicate memos, records, reports or related materials.
- Operate a computer to input, output, update and access a variety of records and information; generate records, reports, lists and summaries.
- Order supplies and materials and maintain inventory.
- Operate a variety of office machines including a computer and other equipment
- Provide work direction and guidance to clerical personnel.
- Receive and count money and verify accuracy.
- Develop and maintain a variety of logs, records and files related to the office; compile information and prepare summaries and reports; compile and tabulate statistical data.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Communicate effectively both orally and in writing.
Maintain records related to work performed.

Answer telephones and greet the public courteously.
Operate a variety of office equipment including a computer and software.
Interpersonal skills using tact, patience and courtesy.
Prioritize, schedule and meet timelines.
Establish and maintain cooperative and effective working relationship with others.
Accurately perform arithmetical computations and measurements.
Work in a fast paced, high volume environment with frequent interruptions.
Policies and objectives of program and activities.
District policies, regulations and procedures.
Applicable laws, codes, regulations, policies and procedures.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Type and enter data accurately.
Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and two (2) years of experience in a general office.

LICENSES AND OTHER REQUIREMENTS:

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos,

PHYSICAL DEMANDS/HAZARDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person and on the telephone.
Sit or stand for extended periods of time.
See to read a variety of materials.
Bend at the waist, kneel or crouch to file materials.
Reach overhead, above the shoulders and horizontally.
Lift, carry, push, or pull objects up to 20 pounds.