



Office Assistant

[Position Description](#) | [Qualifications](#)

POSITION DESCRIPTION OFFICE ASSISTANT

O.A. - 1

Duplicates, collates and sorts materials such as student handbooks, newsletters, parental authority forms, student records and medical forms

O.A. - 2

Gathers recorded absences, phones parents for reason of absence, reports findings to teachers and principals

O.A. - 3

Inputs information from a variety of source documents utilizing various computer programs (such as attendance scanning)

OA - 4

Takes and relays messages; provides information and assistance to parents, students, the public and District staff by telephone or in person

OA - 5

Sorts, opens and distributes mail

OA - 6

Maintains and files a variety of material such as records, lists, reports, District manuals, correspondences, reference materials and permanent record cards

OA - 7

Contacts other District staff members, organizations, or the public to request information or materials

OA - 8

Assists in arranging field trips, luncheons, meeting rooms or other school activities and may collect funds

OA - 9

Assists in ordering, purchasing, sorting, restocking, storing or taking inventory of office and/or teaching supplies

OA - 10

Receives and directs people coming to the school or office

OA - 12

Issues such things as late slip notices, overdue library notices, or reminders to staff or students

OA - 13

Provides assistance to students and advises parents of injury or illness; performs assigned duties during fire/earthquake drills

OA - 14

Occasionally lifts and carries such items as office supplies, paper or books weighing up to 18 kg (40 lbs.)

OA - 15

Operates microcomputer, computer terminal, scanner, typewriter, calculator, photocopier, P.A. system, laminator, paper cutter and paper shredder

OA - 16

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS FORM
OFFICE ASSISTANT**

EDUCATION	<i>TECHNICAL REQUIREMENTS</i> Grade 10 or equivalent
EXPERIENCE	<i>TECHNICAL REQUIREMENTS</i> 1 to 2 years life experience
KNOWLEDGE	<i>TECHNICAL REQUIREMENTS</i> Basic computer knowledge
SKILLS AND ABILITIES	<i>INTERPERSONAL REQUIREMENTS</i> Responsibility Patience Flexibility Confidentiality

	<p>Tact/Courtesy in explaining, exchanging data or information</p> <p>Ability to work in a team/school setting</p> <p>Ability to relate to students, staff and the public</p> <p>Ability to work independently with minimal supervision</p> <p>Ability to work with constant interruptions</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to deal with requests, complaints or clarification of information</p> <p>Ability to read, write and use appropriate equipment</p> <p>Organizational skills</p> <p>Ability to document and summarize information</p> <p>Ability to apply appropriate methods, procedures and policies</p> <p>Ability to handle a variety of tasks</p> <p>Ability to manage time appropriately</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Able to lift up to 18 kg (40 lbs) and operate related equipment</p> <p>Able to work in a highly active physical environment</p>