



## PERSONNEL COMMISSION

**Class Specification  
Salary Range: 15 (C1)**

### CLASS CODE

### TITLE

0673

**INTERMEDIATE OFFICE ASSISTANT**

5050

**INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH**

### JOB SUMMARY

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned District office or program; serve as receptionist answering phones and greeting and assisting visitors; perform related duties as assigned.

### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform a variety of general and varied clerical duties in support of an assigned District office or program; type letters, memoranda, contracts, minutes, agenda items, bulletins, newsletters, reports, requisitions or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments. **E**
- Serve as receptionist and answer telephones; take messages and provide information related to office programs, schedules, activities, policies, procedures and other information as requested; direct calls to appropriate personnel; greet and assist visitors. **E**
- Communicate with other departments, District staff and outside organizations regarding office operations, activities, supplies, policies and procedures and student information; prepare and coordinate administrative schedules and calendars as directed. **E**
- Receive, sort and distribute incoming mail; post notices and distribute flyers and informational posters; assist in the preparation and dissemination of materials and information to the public and staff regarding various events and programs. **E**
- Sort and file materials according to established procedures; establish, maintain and purge records, logs, inventories and various files; input information into computerized database and generate reports and lists as assigned; duplicate and distribute materials. **E**
- Inventory, order, receive, store and distribute office supplies, materials and equipment; follow-up with vendors concerning missing or incorrect orders; receive equipment and material orders from school sites; prioritize requests; process and route orders according to established procedures; maintain related records. **E**

- Collect and compile information, documents and data from files and records to be included in reports and files; prepare graphic presentations and charts as assigned. ***E***
- Receive monies and make deposits in accordance with established procedures; maintain related financial records; monitor expenditures as assigned by the position. ***E***
- Receive employee absence calls from District sites; prepare related forms and lists; fill vacancies according to established procedures; notify sites that substitute workers have been assigned. ***E***
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer; arrange for repairs of equipment as directed. ***E***
- Schedule appointments for employees to take identification badge pictures; take photographs and prepare badges; send out badges to employees. ***E***
- Assist in organizing field trips, special events, orientations, meetings and staff development trainings. ***E***
- Train and provide work direction to new employees as assigned; prepare and post work schedules; prepare time sheets or assist with recording and computing employee time sheets as assigned. ***E***
- Assist other departments and secretarial staff as assigned. ***E***
- Assist with health screening procedures at school sites as assigned by the position; record results. ***E***
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Intermediate Office Assistant classification provides general and varied clerical support to an assigned District office or program. The Intermediate Office Assistant performs assigned duties following established procedures and is expected to choose among a limited number of alternatives in solving routine problems. Incumbents work under immediate supervision receiving only occasional instruction or assistance. Incumbents in the Intermediate Office Assistant – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Modern office practices, procedures and equipment.  
Operation of a computer and assigned software.  
Record-keeping and filing techniques.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic math.

**Ability to:**

Perform a variety of clerical duties in support of an assigned District office or program.  
Communicate effectively with students, parents, staff and administration.  
Learn, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.  
Learn District organization, operations, policies and objectives.  
Answer telephones and greet the public courteously.  
Maintain records and files.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Receive, sort and distribute mail.  
Add, subtract, multiply and divide quickly and accurately.  
Operate a variety of office equipment including a computer and assigned software.  
Complete work with many interruptions.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

One year of clerical experience involving public contact.

*Or*

One year of experience as an Office Assistant or School Support Assistant with the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in the Intermediate Office Assistant - BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/22/2000  
Revised: 4/8/2004  
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Revised: 1/19/2017