



## PERSONNEL COMMISSION

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

### CLASS CODE

### TITLE

3354

**INTERMEDIATE OFFICE ASSISTANT - SCHOOLS**

5052

**INTERMEDIATE OFFICE ASSISTANT - SCHOOLS BL SPANISH**

### JOB SUMMARY

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and 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 school office; type letters, memoranda, bulletins, newsletters, reports, requisitions or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments. **E**
- Answer telephones; take messages and provide information related to school programs, schedules, activities, procedures and other information as requested; direct calls to appropriate personnel. **E**
- Type, file, request and send cumulative student records to and from other schools according to established procedures; create and maintain student cumulative files. **E**
- Communicate with District and school staff and outside organizations regarding office operations, activities, supplies, policies and procedures and student information. **E**
- Participate in various attendance-related duties; contact parents and guardians to verify absences; prepare and maintain attendance and absence reports and lists according to established procedures; issue readmits to students; enter data and maintain student database system regarding absences, readmits and tardies. **E**
- Participate in student registration activities; assist parents with proper completion of forms; enroll and drop students as appropriate; maintain related records; assure emergency cards are completed and up-to-date. **E**
- Receive, sort and distribute incoming mail; post notices and distribute flyers; assist in the preparation and dissemination of materials and information to parents 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. **E**
- Inventory, order, receive, store and distribute office, classroom and school supplies, materials and equipment; follow-up with vendors concerning missing or incorrect orders.

***E***

- Compile information, documents and data from files and records to be included in reports. ***E***
- Administer routine first aid to students and staff as assigned by the position; dispense medication according to physician instructions and District policy; prepare and maintain related records; notify parents of ill or injured students as needed. ***E***
- Receive monies and make deposits in accordance with established procedures; maintain related financial records; monitor expenditures and budgets as assigned by the position. ***E***
- Assist teachers with preparing classroom materials; duplicate, collate, staple, bind and laminate various materials; distribute materials as 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***
- Train and provide work direction to new employees and student assistants as assigned; prepare and post work schedules; prepare time sheets or assist with recording and computing employee time sheets as assigned. ***E***
- Assist in organizing field trips, special events, meetings and student assemblies. ***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 - Schools classification provides general and varied clerical support to an assigned school office. Incumbents are typically assigned to a specific function such as attendance, enrollment, nursing, library or media services, taking inventory and ordering supplies, collection of fees and counseling or a broad combination of responsibilities. Incumbents work under immediate supervision receiving only occasional instruction or assistance. Incumbents in the Intermediate Office Assistant – Schools 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.  
Proper methods of storing equipment, materials and supplies.  
Basic first aid.  
Basic math.

**Ability to:**

Perform a variety of clerical duties in support of an assigned school office.  
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 - Schools 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**

School 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.

**HAZARDS:**

Potential for contact with blood and other body fluids.  
Exposure to bloodborne pathogens and communicable diseases.

**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  
Revised: 6/12/2014  
Revised: 1/19/2017