

JOB DESCRIPTION  
June 2023

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**OFFICE ASSISTANT**

**General Purpose:**

An Office Assistant is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Office Assistant performs a variety of general office assistance assignments.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Performs a wide variety of office assistance work including typing, proofreading, filing, and answering the telephone.
- Assists staff, students, or the general public, providing information or referring the person to others.
- Types letters, memoranda, or other material from oral dictation, rough draft, copy or notes.
- Collects and accounts for money.
- Sorts and files documents and records.
- Maintains alphabetical, index, and cross reference files.
- Performs calculations.
- Maintains orders and issues office supplies.
- Receives, sorts and distributes materials or correspondence.
- Operates office equipment including a computer terminal.
- Initiates purchase orders, places orders and receives equipment and supplies.
- Assists with tracking and identifying fixed assets and inventory items.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

**Education:**

- High school diploma or equivalent.

**Experience:**

**Office Assistant:**

- Experience in an office environment is preferred.

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### **Knowledge, Skills and Abilities:**

#### **Office Assistant:**

- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Knowledge of basic mathematics.
- Ability to type at a rate of 45 net words per minute from clear, legible copy.
- Ability to follow oral and written instructions.
- Ability to establish and maintain cooperative working relationships.
- Knowledge of modern office methods, practices, and procedures.
- Knowledge of policies and procedures of the school or office where assigned.
- Knowledge of receptionist and telephone techniques.
- Knowledge of filing methods and record keeping systems.
- Ability to perform a variety of office assistance assignments without close supervision.
- Ability to compile information and prepare accurate reports.
- Ability to deal tactfully and courteously with a variety of people.

#### **Required Testing:**

- Applicants may be tested on skills applicable to position.

#### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate issued within the last two years: 45 net wpm

#### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

#### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

#### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.

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- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** Office Assistant: 21.5

Reviewed and Approved:

Supervisor:



Date:

7/5/23

Human Resources:



Date:

7.5.23