

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: Philly Allin

Date: 7/5/23

Human Resources: Colleen Sotting

Date: 7/5/23