

JOB DESCRIPTION

TITLE GENERAL OFFICE ASSISTANT/DISTRICT

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED). Basic computer skills preferred.
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
Work Environment	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.
REPORTS TO	Department Supervisor

GENERAL RESPONSIBILITIES

1. Performs basic clerical duties under immediate supervision.

SPECIFIC RESPONSIBILITIES

1. Performs clerical duties including filing, typing, mailing and copying.
2. Operates technical equipment including but not limited to computer, copiers, and ten-key calculator.
3. Answers telephone inquiries, delivers messages, sorts and delivers department mail.
4. Assists with the distribution and filing of reports.
5. Moves files to storage location as needed.
6. Assists with routine, periodic tasks (i.e., bulk mailings, employee notifications, etc.).
7. Covers switchboard occasionally.
8. Accesses, inputs and retrieves information and data from a computer.
9. Performs other duties as assigned.