Compiles, proofs, assembles and organizes a variety of records, files, documents, and data/information

Responds to inquiries both on the telephone and in-person; distributes incoming mail

Establishes and maintains school staff filing systems

Receives and responds to requests relating to student files including, but not limited to, enrollment intake, student withdrawal and attendance

Prepares student registration, and withdrawal packets; maintains and updates student waiting/contact lists and/or bus transportation routes

Operates a desktop computer, typewriter, duplicating and fax machines, and other peripheral and standard office equipment in the course of assigned functions

Types, develops, and prepares a variety of correspondence, reports, memorandums, forms, evaluations, newsletters, requisitions, and purchase orders

Orders supplies and equipment and maintains related inventory

Performs related duties as required.

EMPLOYMENT STANDARDS

Possession of:

A valid California Driver's License with a driving record that meets the County Office of Education's insurance requirements

Knowledge of:

Effective office principles, procedures, practices and methods including indexing, filing systems and maintenance, telephone techniques, business correspondence and report writing

Modern office equipment including desktop computer, typewriter, and calculator

Basic fiscal record-keeping, budgeting and auditing

Office application programs utilized for accounting, word-processing, and data base system purposes

Applicable state and federal laws, rules, and regulations

Proper English usage including grammar, punctuation, spelling, vocabulary and sentence structure

Ability to:

Perform or demonstrate the ability to perform a variety of fiscal-related and account record-keeping work

Perform a variety of administrative support work with speed and accuracy

Understand, learn, analyze and interpret fiscal record-keeping, budget operations and related documents

Communicate effectively and tactfully in both oral and written form

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