

Santa Clarita Valley Food Services Agency

Position Description

Position: Office Assistant	Position Number: 05
Department/Site: CK Office	FLSA: non-exempt
Reports to/Evaluated by: Director, Finance & Administration or his/her designee	Salary Grade: 106

Summary

Performs routine and/or standardized duties associated with secretarial, receptionist or clerical work and providing general office or program assistance. Duties will vary according to assignment, which may include the main office or help at a school site.

Distinguishing Career Features

The Office Assistant is an entry level position in a career path for clerical support. Work is generally focused in these areas: keyboarding/typing and data entry, receptionist, filing and retrieval of information to and from records, customer service transactions, and routine reports on established forms.

Essential Duties and Responsibilities

- Serves as receptionist. Greets visitors, staff or students in person or over the telephone, ascertains nature of business and provides standard information related to area of assignment. Answers incoming phone lines and routes calls to extensions for one or more individuals or a department.
- Types (keyboards) routine letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. Assists with handbooks and other program material.
- Processes routine, frequently used documents of requiring basic knowledge handling procedures.
- Maintains records and alphanumeric files of documents processed for ready access. Ensures the timely distribution and receipt of a variety of records and documents.
- Compiles financial or other alphanumeric data from established documents and sources, and processes routine business transactions.
- May receive, document, and balance payments for registrations, supplies, or other services.
- Reviews, prepares, and enters information from documents into data entry screens to databases that have established formats and limited access.
- May receive and processes private student information connected with meal programs. Maintains security and privacy of information processed or received during the course of performing assigned duties.

- May assist with setup of meetings, workshops, and other events. This includes assembling files and materials.
- May receive, sorts and distributes incoming and outgoing mail. Composes routine correspondence.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires basic knowledge of secretarial practices, general office procedures, filing, record keeping and receptionist and telephone techniques and etiquette. Requires basic knowledge of typical departmental procedures regarding information and document flow. Requires sufficient knowledge of and skill at accessing and using personal computer applications such as office productivity suites, business and food service data entry formats, and e-mail. Requires sufficient math skill to compute sums, percents, and portions. Requires knowledge of English, grammar, spelling, and punctuation to prepare routine correspondence for internal distribution. Requires sufficient human relations skill to convey information and work cooperatively with others.

- **Abilities**

Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Requires the ability to learn, understand and apply Agency policies and procedures. Requires the ability to operate standard office machines and equipment, including personal computers and keyboards, copiers, printers, etc. Requires the ability to maintain records and filing systems. Requires the ability to enter alphanumeric information to data entry screens. Requires the ability to prioritize workload to meet established deadlines.

- **Physical Abilities**

The incumbent must be able to function indoors engaged in work of primarily a sedentary nature. Requires near vision to write and to read printed materials and computer screens. Requires hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about campus locations, and to reach work materials. manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

- **Education and Experience**

The position typically requires a High School diploma supplemented by course work in general office skills and 1 year of experience in general clerical, data entry, and production keyboarding, or equivalent environment.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.