

**BOULDER VALLEY SCHOOL DISTRICT  
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title: **Office Assistant I**  
 Pay Program: **Classified Staff / Office Professional**  
 Reports to: **Manager of Materials Management**  
 Prepared/Revised Date: **January 2008**

FLSA Status: **Non-Exempt**  
 Pay Range: **Unit D; Grade 1**  
 Work Year: **12 months**  
**261 days**

**SUMMARY:** Responsible for maintaining and updating warehouse orders and files.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Prepare daily computer orders and check for accuracy.	D	30%
2. Maintain and update the Warehouse Department files.	D	30%
3. Calculate the daily volume for Warehouse requisitions, returns and adjustments	D	25%
4. Answer the telephone and assist visitors	D	10%
5. Cover for Inventory Clerk in their absence.	D	3%
6. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent
- One year of experience in general office occupations or equivalent education and computer experience preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Basic oral and written communication skills.
- Basic English language skills.
- Intermediate interpersonal relations skills.
- Basic math and accounting skills.
- Basic personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Basic critical thinking and problem solving skills.
- Basic organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Basic Bilingual skills (English/Spanish) preferred.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Programs.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, e-mail, etc.

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**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Manager of Materials Management	357

  

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**SAFETY TO SELF AND OTHERS**

Step stool is required.  
Wrist rest for computer key board and mouse is required.  
Ergonomic chair for desk and computer use is recommended.

*The physical demands, work environment factors and mental functions described below 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.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to copy, coordinate, compile and negotiate. Occasionally required to compare, analyze, instruct, compute, and evaluate.