

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

Job Title:	<b>Office Assistant II</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified Staff / Office Professional</b>	Pay Range:	<b>Unit D; Grade 2</b>
Reports to:	<b>Director of Department</b>	Work Year:	<b>12 months</b>
Prepared/Revised Date:	<b>January 2008</b>		<b>261 days</b>

**SUMMARY:** Responsible for office clerical support for departmental services. Perform secretarial duties, coordinate schedules, create documents, and maintain inventory, database and research for inventory.

**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. Serve as receptionist.	D	15%
2. Answer and route incoming phone calls.	D	15%
3. Type, file and use word processor.	D	10%
4. Schedule appointments, and handle paperwork.	D	10%
5. Interview parents for intake and assess new students.	D	10%
6. Assist with administration of assessments. Route students' information.	D	10%
7. Maintain student files.	D	10%
8. Enter students' data.	D	10%
9. Assist with students' transportation and placement paperwork.	D	5%
10. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent
- More than one year of experience in general office occupations and computer experience.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Basic interpersonal relations skills.
- Basic math and accounting skills.
- Basic personal computer, keyboarding and word processing skills.
- Basic 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:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Director of Department	104

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

This position acts as a technical resource for the department by answering questions and directing calls to appropriate personnel, handling concerns regarding communication process and general office equipment.

**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.