

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

Job Title:	Office Assistant III	FLSA Status:	Non-Exempt
Pay Program:	Classified Staff / Office Professional	Pay Range:	Unit D; Grade 3
Reports to:	Director of Department	Work Year:	10, 11 or 12 months
Prepared/Revised Date:	January 2008		210, 230 or 261 days

SUMMARY: Provide support services to supervisors, district staff, schools, families and the community.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage and oversee administrative and daily office operations.	D	20%
2. Use computer programs to complete tasks.	D	15%
3. Screen phone calls and troubleshoot issues for department.	D	10%
4. Communicate effectively with community members, staff, parents and outside agencies.	D	10%
5. Schedule appointments, meetings and tasks. Manage administrators' calendars.	D	10%
6. Compute, enter and analyze data.	D	10%
7. Maintain and update records.	D	5%
8. Take notes during meetings.	W	2%
9. Work with team to complete both routine and special projects.	W	2%
10. Maintain and follow-up on weekly reports.	W	2%
11. Process timesheets.	W	1%
12. Coordinate and organize multiple trainings.	M	10%
13. Perform other duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- Two or more years of experience in general office occupations or equivalent education 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.
- Intermediate/Advanced interpersonal relations skills.
- Intermediate math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Advanced 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 diffuse and manage volatile and stressful situations.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Basic Bilingual skills (English/Spanish) preferred.

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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.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Department	104

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	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

Telephone headset is recommended.

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.