

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

Job Title:	Office Assistant IV	FLSA Status:	Non-Exempt
Pay Program:	Classified Staff / Office Professional	Pay Range:	Unit D; Grade 4
Reports to:	Director of Department	Work Year:	10, 11, or 12 months
Prepared/Revised Date:	January 2008		210, 230 or 261 days

SUMMARY: Responsible providing support services and act as liaison with all levels of district staff, school staff and 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. Serve as department contact for district staff, school staff and community. Coordinate work flows for department. Provide assistance and make decisions by identify and prioritizing incoming information. Facilitate communication and prepare, compose, process and distribute correspondence. Retrieve, answer and distribute e-mail; handle phone calls, screen and direct to appropriate person; answer inquires, follow through on requests, and solve routine & non-routine problems; open and distribute mail and handle faxes. Coordinate and maintain department calendars scheduling appointments, meetings and trainings. Provide bilingual interpretation as needed based on departmental assignment.	D	32%
2. Enter, update and maintain information from databases, spreadsheets, charts and reports. Maintain filing systems. Gather, compile, synthesize, analyze, verify, write and format reports, forms, submissions and other requested data. Review & copy documents; type drafts and prepare final copies for management staff as needed.	D	32%
3. Train and instruct district staff and school staff on computer data entry. Enroll students in special school programs. Compile, process and reconcile paperwork for teacher substitutes, payment of stipends and other pay and credit. Facilitate purchase orders and invoices. Reconcile credit card transactions.	D	9%
4. Coordinate the logistics for conferences, meetings, classes and special projects and events for professional development. Schedule and organize space for classes and meetings. Outline room set-up, including AV equipment. Order and track supplies, materials, textbooks, etc. Arrange printing and assemble meeting documents. Order and schedule refreshments. Register and inform attendees. Create and maintain databases and files. Prepare agendas, announcements and reports. Transcribe and publish meeting notes and minutes. Compile surveys and evaluation information. Reconcile final attendance reports and distribute final documentation and materials to attendees.	W	20%
5. Verify, assist, enter and maintain data on student counts and FTE information.	A	2%
6. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- Three 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:

- Advanced oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Intermediate math and accounting skills.
- Advanced personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.

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- 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.

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:	No direct reports	Varies	

- 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.