

## **OFFICE MANAGER ASSISTANT**

### **Purpose Statement**

The job of Office Manager Assistant was established for the purpose/s of greeting and directing visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; and, when time permits, providing general clerical support.

This job reports to Executive Assistant, Office Manager

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### **Essential Functions**

- Answers incoming telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Distributes items within the site (e.g. special delivery and overnight mail/packages, messages, packets, etc.) for the purpose of ensuring receipt to addressee.
- Greets employees, visitors/guests in person or via telephone for the purpose of providing information, taking messages, and/or directing to appropriate personnel.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Processes a variety of documents and materials (e.g. incoming mail, bulk mail, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports the Office Manager (e.g. photocopying, faxing, mailings, etc.) for the purpose of ensuring the efficient operation of the Office of the Director of Schools.

### **Other Functions**

- Maintains reception area materials (e.g. job applications, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and commonly accepted office application software and machines.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing priorities; working with frequent interruptions; communicating with diverse groups; and displaying tact and courtesy.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**  
Pre-employment Proficiency Test

**Continuing Educ. / Training**  
None Specified

**FLSA Status**  
Non Exempt

**Certificates & Licenses**  
None Specified

**Clearances**  
Criminal Justice Fingerprint/Background Clearance

**Approval Date**

**Salary Grade**