



OFFICE ASSOCIATE II

GENERAL RESPONSIBILITIES

The clerical support position utilizes various software programs, typing, filing and other tools to complete office assignments.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answer the telephone, take messages, and distribute mail.
- Type correspondence and reports for staff and as needed.
- Compose routine correspondence.
- Update and design pamphlets.
- Maintain confidential files.
- Type Curriculum and Program Guides.
- Order supplies and coordinate printing needs.
- Communicate with school staff, parents, and personnel from other departments or agencies.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of business English and spelling; ability to work well with a wide variety of people; ability to answer inquiries and assist the general public in a courteous manner; excellent knowledge and expertise in the operation of personal computers with word processing and spreadsheet applications; ability to understand complex oral and written instructions.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Considerable clerical experience or an advanced clerical training certificate/degree.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 1/04, 7/20
-------------------------	-------------------------