

Dumas ISD Office Assistant Job Description

Job Title: Office Assistant

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade: B

Dept./School: Assigned Campus

Date Revised: 8/28/13

Primary Purpose:

Under direct supervision provide reception and clerical assistance for the efficient operation of the campus office.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills

Ability to follow written instructions

Ability to operate multi-line phone system

Knowledge of basic accounting principles

Experience:

One year clerical experience in office setting

Major Responsibilities and Duties:

Reception and Phones

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct campus visitors.
3. Assist parents in checking students in and out of school.
4. Receive, sort, and distribute mail, messages, documents, and other deliveries.
5. Assist with the receipt and distribution of student materials, including homework requests.
6. Maintain visitor log and issue visitor passes.

Records and Reports

7. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records
8. Prepare and process purchase orders.



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9. May prepare and make cash deposits for activity accounts. May be responsible for maintenance of activity checkbooks and ledgers.
10. Assist with campus budget preparation.

Other

11. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
12. Maintain computerized files using personal computer, including reports, employee roster, and mailing lists..
13. Provide clerical assistance as needed.
14. Assist students, teachers, and parents as needed.
15. Administer medication to students, check temperature, and notify parents of student illness in nurse's absence.
16. Maintain confidentiality.

Supervisory Responsibilities:

None.

Equipment Used:

Multi-line phone system and personal computer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Continuous sitting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

