

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: OFFICE ASSISTANT II****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of clerical support duties for a department or program according to several specific routines and well-defined policies and procedures.

**DISTINGUISHING CHARACTERISTICS:**

Office Assistant II incumbents perform a variety of clerical support duties involving application of well-defined policies and procedures. Office Assistant II incumbents perform a variety of complex and diverse clerical duties involving independent judgment and action within a specific office functional area or provide sole clerical support for an office.

**ESSENTIAL FUNCTIONS:**

- Perform a variety of clerical support duties for a department or program according to several specific routines and broadly defined policies and procedures.
- Type letters, memoranda, bulletins, reports, schedules, lists, requisitions or other materials from copy, or rough draft of verbal instructions on a typewriter or computer terminal; input a variety of data and records relating to function into a computer system.
- Proofread documents for accuracy, completeness and conformance to established procedures.
- Develop and maintain a variety of logs, records and files related to the office; compile information and prepare summaries and reports; compile and tabulate statistical data.
- Maintain supply and material inventory of; requisition, receive and distribute materials and supplies according to established procedures.
- Answer telephones; greet the public and provide routine information and direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed.
- Operate a variety of office and other equipment; maintain equipment in proper working condition.
- May receive and count money and verify accuracy.
- Duplicate and distribute a variety of records, reports and other materials.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Communicate effectively both orally and in writing.

Maintain routine records related to work performed.

Answer telephones and greet the public courteously.

Operate a variety of office equipment including a computer and software.

Interpersonal skills using tact, patience and courtesy.

Follow schedule and meet timelines.

Establish and maintain cooperative and effective working relationship with others.

Accurately perform basic arithmetic computations and measurements.

Work in a fast paced, high volume environment with frequent interruptions.

Follow District policies, regulations, procedures and applicable laws.

Correct English usage, grammar, spelling, punctuation and vocabulary.  
Type and enter data accurately.  
Understand and follow oral and written directions.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and one (1) year of experience in a general office.

**LICENSES AND OTHER REQUIREMENTS:**

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS/HAZARDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information in person and on the telephone.  
Sit or stand for extended periods of time.  
See to read a variety of materials.  
Bend at the waist, kneel or crouch to file materials.  
Reach overhead, above the shoulders and horizontally.  
Lift, carry, push, or pull objects up to 20 pounds.