

## SENIOR OFFICE ASSISTANT

GENERAL STATEMENT OF DUTIES: Performs detailed clerical work for a school district and maintains records and files using a computer; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent's primary responsibilities involve maintaining important school records and reports and initiating contacts with parents and outside agencies. This is a position where only minimal speed is required in the use of a computer and accuracy is essential. Ability to interact with teachers, counselors and parents is a major aspect of the work. The Senior Office Assistant differs from Office Assistant only in that the senior level requires a greater exercise of independent judgement and initiative in the application of prescribed methods and procedures where policies have already been established. Supervision may be exercised over a small number of clerical personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Performs detailed clerical work in the maintenance of complex and confidential records, files and other source documents;

Uses a computer to enter information on forms i.e. certificates, requisitions, accident forms, purchase orders, and form letters involving suspensions, infractions, detention, etc.;

Contacts parents regarding student infractions, absences, etc., as required;

Collects information and data;

Compiles a variety of data to be used as a basis for reports and prepares such reports and statements;

Makes appointments for school district officials, as required;

Receives telephone calls, makes appointments and acts as a receptionist;

Open, sorts, screens and distributes incoming mail in accordance with standard procedures;

Routes mail with backup information to appropriate party, as required;

Uses computer application software in the performance of the job;

May assign and check the work of clerical personnel;

May maintain attendance records for staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of general business terminology, procedures, and equipment; good knowledge of business English, spelling and arithmetic; good knowledge of the fundamentals of office record keeping practices; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to understand and carryout complex oral and written directions; clerical aptitude; ability to get along well with others; ability to compile and prepare reports; accuracy; resourcefulness; initiative; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of an equivalency diploma and three (3) years of clerical experience, one of which must have involved the use of computer applications to enter data, maintain records or prepare reports; (b) completion of a one (1) year post high school business or secretarial course and two (2) years of clerical experience which must have involved the use of computers applications to enter data, maintain records or prepare reports; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.