

Job Summary:

Under direction and general supervision of the site principal and/or designee, responsible for greeting callers and visitors to the school site; performing a variety of general clerical work of average difficulty; and providing clerical support and assistance to the school site and administrative team.

Essential Duties:

- Answer phones and greet students, staff, visitors, and the public to provide information and refer them to the correct source, when needed.
- Assist with preparing letters, memos, reports, flyers, and various other printed materials to disseminate information on behalf of the school.
- Assist with maintaining schedules/calendars, files, records (absence, activity, expenses) and to ensure efficient operations.
- Receive, sort, process, and distribute mail, deliveries, and other supplies for the school site.
- Inventory equipment and supplies to maintain a record of items for the school and request supply orders, as needed.
- Operate standard office machines and computer applications to complete essential job duties.
- Maintain filing system for paper and digital documents and records.
- Respond to inquiries via email, phone, and in-person, and provide information about the school and various programs.
- Assist with processing purchase requisitions, quotes, proposals, and purchase orders from a variety of consultants and vendors for all school purchases.
- Assist with supervising students who are working or waiting in the school office.
- May assist with general clerical accounting duties, such as processing payments and invoices, preparing requisitions, and sending information to appropriate personnel as assigned.
- May assist with administering first aid and medication to students in the absence of a school nurse.
- Perform other related duties, as assigned.

Responsibilities include: working under direct supervision using standardized protocols; providing information and customer service to staff and the public; operating within a defined budget; work collaboratively within and outside of the department. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Skills to:

- perform clerical work using good judgement, initiative and required accuracy and speed;
- operate a variety of office equipment;
- work patiently with upset individuals to de-escalate the situation and seek appropriate assistance;
- type at a speed of 35 net words per minute.

Knowledge of:

- school policies and procedures;
- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices, and procedures;
- personal computers, electronic mail systems, software, etc.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- meet schedules and timelines;
- perform secretarial work including managing records and general accounting with speed and accuracy;
- use a computer to create correspondence, save/retrieve documents and develop and maintain databases;
- create, update, maintain and share Excel, Word, Access, and Google documents;
- write legibly, communicate effectively and understand and carry out oral and written directions;
- plan and organize work;
- maintain cooperative relationships with those contacted in the course of work;

- attend in-service training, meetings, and conferences as directed.

Experience Required:

- One (1) year of experience performing general clerical and administrative duties.

Education Required:

- High school diploma or equivalent required.

Other Requirements:

- Typing certificate dated within the past two years indicating a typing speed of 35 net words per minute.
- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

September 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.