

**RIVER DELTA UNIFIED SCHOOL DISTRICT
STUDENT OFFICE ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To be enrolled in a school within the River Delta Unified School District or a related school-to-career program. Training position to learn to perform basic clerical functions in support of the assigned school site; basic data entry and preparing correspondence from rough draft, answering phones, serving as backup receptionist; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a student job classification for school-to-career learning opportunities. The students will learn to provide general clerical/secretarial/reception assistance to assigned school offices.

SUPERVISION RECEIVED

Receives direct supervision and immediate instruction from the assigned higher-level staff.

ESSENTIAL FUNCTION -- *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of clerical functions in support of the assigned school site: including copying and distribution of documents as needed; also includes data entry and preparation of general correspondence from rough draft; type proofread and edit a variety of documents.
2. Maintain files and records; retrieve files for staff.
3. Schedule appointments, meetings and conferences for assigned staff.
4. Act as receptionist; answer the phone and assist the general public, in person or over the phone; take messages as necessary.
5. Open, sort and distribute mail.

QUALIFICATIONS

Knowledge of:

Basic English grammar, spelling and punctuation.

Mathematical principles.

Good learning habits.

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Have Ability to or Have Ability to Learn:

District and school policies and procedures.

Perform a wide variety of clerical duties in support of an assigned function.

Operate office equipment including a computer.

Modern office practices and procedures, including computers.

Methods and procedures of data entry.

Understand and follow oral and written instructions.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

--*Making observations*

--*Communicating with others*

--*Reading and writing*

--*Operating assigned equipment*

Maintain mental capacity which allows the capability of:

--*Making sound decisions*

--*Demonstrating intellectual capabilities*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. However as this is a student position, there are no prerequisites required for this position except for the qualifications noted above under "Knowledge" and the requirement to be enrolled in a school within the Rver Delta Unified School District or a related school-to-career program.:

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time.