



**Job Title:** Office Services Assistant

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Educational Support – 9

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
**MAR 26 2019**  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to provide routine office and clerical support in the assigned administrative office.

### **ESSENTIAL JOB FUNCTIONS**

- Performs various clerical support duties, provides administrative assistance to other clerical and secretarial personnel as needed.
- Generates duplicates of documentation and other relevant materials appropriate to assigned department.
- Performs basic data entry tasks in various departmental reports and databases; files various documents and records as instructed by departmental guidelines; retrieves files on request.
- Assembles a variety of data as instructed.
- Opens, sorts, and appropriately processes mail according to instructions or type of transactions by use of manual or automated methods.
- Scans, analyzes, and classifies all correspondence and sorts general correspondence alphabetically or numerically for further processing.
- Assists department management with various special projects and programs.
- Acts as receptionist receiving and screening visitors and telephone calls, taking messages, and providing factual information regarding departmental activities and functions which may require the explanation of rules, policies, and/or procedures.
- Organizes various clerical activities within the assigned office; May maintain calendar and schedules appointments, meetings, and conferences.
- Operates standard office equipment including word processors, computers, facsimile equipment and central telephones; may assist others in the proper use of various office equipment.
- Performs routine data entry and saving data and program files to diskette and hard copy as needed.

- Performs minor maintenance of computer equipment and related peripherals, i.e., modems, printers, scanners, tape drives, collators, buster, etc.; Changes printer ribbons, adds paper, and conducts minor maintenance of computer hardware; Calls for technical support as needed.
- Communicates with other departments, supervisors, and the general public for the dissemination of information.
- Collects, packs, and loads completed work for clients.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Some college-level coursework.
- The ability to type at a prescribed rate of speed and a knowledge of Microsoft Suite.
- Up to two (2) years of experience in clerical work preferred.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of computer principles, techniques, and procedures.
- Requires the ability to display knowledge of operating principles and characteristics of information systems and associated computer hardware and software utilized by the department.
- Requires the ability to display knowledge of general office procedures and practices.
- Requires the ability to display knowledge of basic computer and keyboard operations.
- Requires the ability to display knowledge of basic arithmetic.
- Requires the ability to deal courteously and diplomatically with the public.
- Requires the ability to display knowledge of operation of a computer keyboard and utilizing standard software applications used by the employing agency.
- Requires the ability to understand and carry out oral and written instructions.
- Requires the ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering phones or speaking in person to citizens requiring assistance.
- Requires the ability to establish and maintain effective working relationships with those contacted in the course of the work.

**PHYSICAL DEMANDS**

While performing the essential functions of this job the employee is regularly required to work in a typical office setting, use standard office equipment, read printed materials and a computer screen, and communicate in person or over the telephone. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, feeling, fingering grasping, handling, hearing kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

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**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision: March 26, 2019**

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