

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: SCHOOTITLION**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of diversified clerical and record-keeping duties in support of an assigned school office or program; answer phones and greet and assist students, parents, staff and visitors.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of diversified clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials.

Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; verify and process forms and applications as needed.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public related to school office or program activities, policies and procedures.

Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested; review input and output data for accuracy.

Maintain student database as assigned; enter various student information and make changes as needed; maintain and post attendance data and grades as assigned; compile data and generate related reports.

Monitor inventory levels of office supplies; order, receive and maintain inventory of office supplies.

Schedule and arrange appointments, conferences and meetings as directed; distribute notices of meetings; maintain school or other program calendars.

Process and monitor staff attendance data including absences and related data; participate in processing payroll information and distributing checks.

**January 18, 2006**

**San Mateo County Office of Education**



**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years general clerical experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.