

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Technology and Reception Office Assistant**

**BASIC FUNCTION:**

Under general supervision of the Chief Technology Officer, to perform responsible and complex clerical and support functions in an administrative office, and to do other related work as required.

**ESSENTIAL DUTIES:**

- Serve as assistant to Technology department; perform a variety of clerical and technical tasks and serve as liaison with other district staff and the public.
- Coordinates the preparation of Board of Education agenda items for Technology department as assigned; review agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials; edit, rewrite, or originate agenda items; coordinate changes to the agenda items; prepare and distribute follow-up review of Board action to staff and community.
- Receives, tags and catalogs inventory of technology equipment.
- Handle a variety of correspondence, memoranda, reports, or other related materials.
- Compose and type routine memoranda and correspondence from brief verbal or written instructions which may deal with materials of a privileged or sensitive nature.
- Attend meetings and conferences as requested and takes and transcribes notes into summary form.
- Establish and maintain numerical, alphabetical, and subject matter files, which may contain highly sensitive and privileged material.
- Assist central office reception by answering inquiries pertaining to routine policies, regulations, and operational procedures or by referring those making inquiries to appropriate offices or personnel.
- Supports central office functions, including compilation of Board of Education agenda books.
- Operate a multi-line telephone system in receiving, transferring and placing telephone calls.
- Compile information and prepare reports as required.
- Review records, reports, and data for accuracy, completeness, and compliance with predetermined and standardized procedures.
- Prepare input data for a computerized record management, storage, and retrieval system and utilize the output reports in the operational functions of the office to which assigned.
- Assist by following up on administrative or clerical detail, which may include contact with members of the educational community.
- Organizes and coordinates the preparation of documents and records, which may include forms, bulletins, questionnaires, purchase requisitions, calendars, and a variety of other material.
- Prepares and maintains simple financial or statistical records.
- Operates a computer and related software to input and extract data from an automated information management, storage, and retrieval system.
- Performs testing at each step of the development process to ensure clear documentation for end user.

**OTHER REPRESENTATIVE DUTIES:**

- May assist with monitoring of central office room reservations and assist with posting notices and set up as assigned.
- Engage in cross training on school or district functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Perform related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Modern office practices, methods, and procedures
- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts
- Basic techniques and strategies of function organization and follow-through
- Standard office machines and equipment, including computer terminal, transcription, and word processing equipment
- Operational procedures, policies, rules, and regulations specific to the assignment
- Basic technology functions, prioritization, and routing of help desk calls to the appropriate person.

**Ability to:**

- Perform complex and technical clerical work requiring accuracy and attention to detail
- Prepare clear and concise reports
- Accurately interpret legal mandates, District policies, rules and regulations, and apply them to a variety of operational procedures
- Operate computer equipment, technology, and related software
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships

**MINIMUM QUALIFICATIONS:**

**Experience:**

Two years of responsible and technical clerical experience, including experience in organizing and coordinating clerical functions.

**Education:**

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, automated record management, storage, and retrieval systems, and other related functional areas.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes a desirable example for students.
- Willingness to assume a wide range of responsibilities
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS:**

**Environment:**

- Indoor office environment.
- Constant interruptions.

**Physical Requirements:**

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.

- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 20 pounds, including office supplies and printed materials.
- Ability to climb stairs.

**Operation of Vehicles, Machinery and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

**Mental and Emotional Requirements:**

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures functions and limitations of assigned duties