

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 132
RANGE: 130
NON-EXEMPT

BILINGUAL OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical and translating duties in support of an assigned office and/or school environment; answer phones, translate oral and written communications; greet and assist students, parents, personnel and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in monitoring inventory levels of program and office supplies as assigned; assist with ordering, receiving and maintaining inventory of supplies.
- Attend and translate communications for various meetings, conferences and special events as assigned; prepare materials and facilities for meetings; take, transcribe and translate minutes.
- Compile and assemble a variety of information; prepare and maintain logs and records related to office functions, financial activity and assigned duties; encumber purchase orders and pay vouchers; establish and maintain filing systems; prepare a variety of reports related to assigned activities as requested.
- Input a variety of data into an assigned computer system; maintain various automated records and files; generate a variety of computerized forms, reports and documents; verify accuracy of input and output data.
- Perform a variety of general clerical duties in support of an assigned office and/or school setting including translating, typing, filing, duplicating and distributing materials; prepare and coordinate schedules and calendars as directed.
- Process employee and/or student attendance records and other related forms and documents in assigned area; communicate absences to designated personnel.
- Provide assistance with conferences, meetings, workshops and other events as directed.
- Receive, greet and direct visitors including administrators, staff, parents, vendors, and the public; provide a variety of general information to county office personnel, students, parents and the general public concerning County Superintendent standards, procedures, policies and programs; answer telephone calls and direct calls to appropriate personnel as assigned; record, retrieve and relay messages as appropriate; initiate phone calls to request information as necessary.
- Receive, sort and distribute mail as assigned; prepare and distribute informational packets and bulk mailings as directed.
- Respond to inquiries and provide a variety of general information to county office personnel, students, parents and the public; communicate with other departments and outside organizations to exchange information including governmental agencies, non-profits and corporate entities.
- Translate communications between Program personnel, students, parents, outside agencies and the public; initiate and receive phone calls to provide and receive information as necessary; arrange conferences, meetings, workshops and other events as directed.
- Type and translate letters, forms, memoranda, agenda items, bulletins, reports, brochures, invitations, requests, purchase orders and other materials from detailed or rough copy; review and verify the accuracy and completeness of various documents; compose routine correspondence; proofread completed typing assignments; process forms and applications.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Business letter and report writing techniques.
- Correct oral and written usage of English and a designated second language.
- Modern office practices, procedures and equipment.
- Policies and objectives of assigned program and activities.
- Record-keeping and filing techniques.
- Telephone techniques and etiquette.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Answer telephones and greet the public courteously.
- Compose routine correspondence and written materials independently or from oral instructions.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Perform a variety of general clerical and translating duties in support of the assigned program.
- Type, file, duplicate and distribute program materials.
- Understand and follow oral and written directions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.

- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- One year general clerical experience including work with translating oral and written communications.

LICENSES AND OTHER REQUIREMENTS:

- Read, speak, translate and/or write in a designated second language.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 1, 2003

Revised: November 3, 2009

Revised: November 14, 2017