

4J SCHOOL DISTRICT

Job Title:	DEPARTMENT ASSISTANT	Dot #:
Work Hours:		
Job Summary:	<ul style="list-style-type: none"> ·Performs a variety of clerical and office duties for which procedures and methods are well-defined. ·May type, file, sort documents, post data and perform book and record-keeping duties. May be assigned to coordinate elements of a department function where supervision is infrequent such as a language, math or science lab, or an attendance office. ·Knowledge specific to each department is accumulated by the incumbent and is useful for quick, accurate accomplishment of assigned tasks. 	
Qualifications:	<ul style="list-style-type: none"> ·High school diploma or equivalent. ·Demonstrated ability to type 45-60 wpm (depending on assignment) with accuracy. ·Experience in secretarial or clerical work requiring extensive public contact and interaction. 	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<p>Standing/Walking: Occasionally; short distances in office areas while distributing messages, filing.</p> <p>Sitting: Frequently/Constantly; at desk or computer while entering data, typing, completing paperwork.</p> <p>Lift/Carry: Occasionally, up to 5-10 lbs.; paperwork, files, office supplies.</p> <p>Push/Pull: Occasionally, exerting up to 10 lbs. force; opening doors, file drawers, pushing files.</p> <p>Bending/Twisting: Occasionally; at waist/knees to and from seated position or to reach lower file drawers.</p> <p>Kneeling/Crouching: Occasionally; to reach lower file drawers.</p> <p>Hands/Arms: Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering phones.</p> <p>Sight: Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.</p> <p>Speech/Hearing: Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.</p>	
Mental:	<ul style="list-style-type: none"> ·Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment. ·Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures. ·Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines. ·Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation. 	
Work Conditions:	<ul style="list-style-type: none"> ·Work is performed in a climate controlled office setting. ·Hazards: Occasional exposure to chemicals/toner dust. ·Equipment Used: Personal computer, printer, typewriter, copier, telephone, fax, other general office equipment. 	