

FAMILY CENTER ASSISTANT

DEFINITION

Under general supervision, to perform a wide variety of difficult and responsible secretarial and clerical support duties for a District administrator in the Family Center program; to maintain a liaison relationship with the school and parents; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position is authorized only in connection with the establishment of the District's Family Center program. An understanding of the need for confidentiality in all aspects of this program is essential to the position. Employment is contingent upon the continued funding of this program.

ESSENTIAL FUNCTIONS

Serves as information liaison between Family Center personnel and the general public.

Performs a wide variety of complex and responsible clerical and secretarial support duties for an assigned administrator.

Initiates and answers telephone calls, makes appointments and interviews callers and furnishes desired information, or refers to proper authority.

Types a variety of material such as letters, reports, bulletins, including material of a confidential nature.

Composes correspondence independently, or with only general direction or review.

Maintains files, compiles information and prepares reports as requested.

Operates a variety of office equipment, including computers and related equipment.

May supervise clerical assistants.

May take and transcribe dictation, including minutes of meetings.

Assists in organizing data for program evaluation.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures, including filing systems, telephone techniques, letter and report writing; correct English usage, spelling, grammar and punctuation.

Ability to:

Learn, interpret and apply school district policies, laws, rules and regulations; learn and maintain proficiency on micro-computers and related equipment and software; perform responsible clerical work with speed and accuracy; supervise the work of others; meet the public tactfully and courteously and answer questions in person or over the telephone; understand and follow oral and written directions; type at a speed of not less than 40 wpm from clear copy; essential functions require, with or without the use of aids mobility to move to counter, files and other areas of the office; sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate telephone, typewriter and other business machines.

Experience and Education:

Equivalent to completion of the twelfth grade; two years of responsible and varied clerical experience requiring some contact with the public; varied experience in the area of computers and word processing, etc. college courses in sociology and/or psychology desirable.

Board approved:
FCASST