

OFFICE AIDE
OFFICE AIDE-BILINGUAL (LANGUAGE)

DEFINITION

Under direct supervision, performs a variety of routine and repetitive clerical duties or other routine duties of a very limited complexity in various locations throughout the District, including the District Office, a school office, library and/or other non-classroom areas; and performs other routine duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Files and retrieves correspondence, cards, documents or other items from alphanumeric files; receives and incorporates new material into an existing filing system, making adjustments according to prescribed methods and standards; makes changes or other corrections on files according to precise instructions. Fills in precise information on a variety of forms, reports and records; sorts or separates forms or documents for processing; routes various documents and other items to prescribed destinations; compares forms and documents to insure accuracy and completeness. Stamps, seals and addresses outgoing mail; receives, sorts and delivers incoming mail for the organization or work unit. Copies forms, documents or other records; packages and delivers or distributes duplicate copies of materials to various areas. Receives various shipments, checks for accuracy and shelves according to specific instructions; loans out and checks in educational videos, books and/or other materials; cleans, repairs and labels educational videos; maintains inventory of material, supplies and/or equipment; lifts and carries boxes and cartons of records, documents and other materials. Receives and transfers incoming calls for members of the department or site; gives and receives highly prescribed information regarding the work unit and its business by telephone; greets visitors, directs them to appropriate offices or employees, gives them information and provides them with customary courtesies of the office. Periodically retrieves obsolete material from files and destroys by shredding; if assigned, provides orientation and/or in-service training for volunteers regarding activities, general school procedures and/or office equipment operation; updates bulletin board displays; may occasionally pickup and/or deliver documents and materials throughout the District; performs other routine duties as assigned.

Bilingual

In addition to the above duties, bilingual positions also translate orally and in writing, between English and a designated language. Interprets for students, parents and the community, as required, and translates simple written materials.

DISTINGUISHING CHARACTERISTICS

The **Office Aide-Bilingual (Language)** performs a variety of routine and repetitive clerical duties or related work of a very limited complexity not requiring previous clerical experience. Also classified in this category are positions performing unskilled and routine duties that clearly do not fall into any other classification. The **Clerk Typist II-Bilingual (Language)** is the journey or experienced-level classification in the clerical series. Incumbents perform a variety of clerical duties including typing, filing, maintaining records, and operating office equipment. The **Clerk Typist III-Bilingual (Language)** incumbents perform advanced level and specialized clerical duties independently in support of a District program or function.

EMPLOYMENT STANDARDS

Knowledge of: Basic English usage, grammar, spelling and vocabulary; alphabetic/numeric filing systems; basic office methods and practices.

Ability to: Learn and perform basic clerical duties with accuracy including basic level operation of personal computers, typewriters, duplicating machines and other standard office equipment; understand and follow oral and written directions; be flexible and able to adapt to changes in routine and duties; work cooperatively with co-workers, site staff, students and others; be reliable in attendance, punctuality and follow-through; perform work to meet established time lines; make accurate basic arithmetical calculations; communicate effectively both orally and in writing. Bilingual positions require the ability to speak, read, and write a designated language in addition to English.

Essential Physical Activities and Work Environment: Office environment requiring the incumbent to stand, walk, sit, climb, kneel, reach, twist, crouch, squat, balance and bend; strength to occasionally transport objects weighing up to 25 pounds; finger dexterity to grasp, push, and pull various objects; sufficient hearing and speaking to give and receive instructions; and vision sufficient to read fine print.

Typical Background: Any combination of training and experience equivalent to graduation from high school.

License and/or Certificates: Some positions may require possession of a valid Class C California driver's license.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.