



## **Job Description**

**Job Title:** Office Assistant II  
**Position Code:** 4N07, DN07  
**Job Classification:** Non-Exempt

**Supervisor:** Supervisor II, School Security  
**Pay Grade:** 14  
**Contract Length:** 245 Days (Part-time)

### **Job Summary**

Position is responsible for providing clerical support to the School Security Department.

### **Essential Duties**

1. Performs a variety of clerical tasks such as preparing correspondence, maintain files, and scheduling meetings, as well as copying, distributing and updating documents.
2. Uses the MUNIS system for payroll, purchasing, time and attendance, and other functions.
3. Receives, inventories, sorts and distributes security uniforms and equipment.
4. Assists in initiating and maintaining assigned files, cross-reference files and file categories.
5. Answers telephones, responds to inquiries from employees and the public, and takes messages when appropriate.
6. Prepares forms and packets as needed.
7. Provides coverage at the Human Resources front desk as needed.
8. Maintains a high level of confidentiality.
9. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by the Supervisor II, School Security or other appropriate administrators.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of high school and preferably business school training or completion of two years of college, or any equivalent combination of experience and training. Thorough knowledge of standard office practices, procedures, and equipment and clerical techniques. Knowledge of business English, grammar and math. Ability to take accurate detailed notes while in meetings and transcribe to electronic formats. Must be proficient in Microsoft Word and Excel. Excellent oral communication skills. Must possess the ability to establish and maintain effective working relationships. Ability to follow oral and written instructions.

### **Working Conditions & Physical Requirements**

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Supervisor II, School Security

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary I will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Developed By: BB

Date Developed: 5/10

Updated: