

**Job Title:** SAU OFFICE ASSISTANT

**Qualifications:** High school diploma, computer literate, working knowledge of basic office procedures and the operation of common office equipment and machines. Writing, spelling, communication, self-management, interpersonal skills, public service, teamwork, ability to multi-task, computer, and on-line skills courteous, friendly, enthusiastic, energetic, organized, resourceful, patient, tolerant, integrity, warmth, concern, judgment, flexible, cooperative, and confidential. Such alternatives to the above qualifications as the Board may find appropriate.

**Reports to:** Business Administrator or designee.

**Job Goal:** The office assistant works as a member of a team supporting the efficient operation of the SAU office and the school district.

**Type of Position:** Part-time  
Calendar year

**Wage:** approved by Hinsdale School Board

**Hours per week:** 16

**Length of Contract:** approved by the Hinsdale School Board

**Responsibilities:**

- Assists the business administrator and staff accountant with business and human resources work as assigned.
- Assists the executive assistant to the superintendent with the preparation of documents, correspondence, newsletters, mailings, etc. as needed.
- Assists the SAU team in ways that optimizes the functions of the office.
- Performs general office duties such as photocopying, filing, mailings, data entry, etc.
- Answers telephone calls; provides information to caller or routes to appropriate staff member; takes messages. Greets and assists office visitors.
- Uses word processing equipment to type correspondence, forms, and memoranda; proofreads products for distribution.
- Handles information and communications in a responsive and confidential way.
- Assists with incoming and outgoing mail as needed.
- Maintains files and performs other administrative support tasks as assigned.
- Keeps an inventory of office supplies and orders supplies as needed. Assist with supply purchase orders; receive, store, and distribute supplies and office materials.
- Performs a wide variety of problem-solving tasks in support of business, human resources, and administrative functions.
- May run various routine errands, as required, for the unit/department.
- May perform specialized services of a routine clerical/administrative nature.
- Performs receptionist duties when needed.
- Performs such other tasks as may be assigned by the supervisor or designee.

**EVALUATION:** Performance of this job will be evaluated on a yearly basis by the Business Administrator or designee.

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS**

Lift up to 10 lbs.: Frequently required  
Lift up to 25 lbs.: Occasionally  
Lift 26 to 50 lbs.: Rarely  
Lift over 50 lbs.: Rarely

CARRY up to 10 lbs.: Frequently required  
CARRY 11 to 25 lbs.: Occasionally  
CARRY 26 to 50 lbs.: Rarely  
CARRY over 50 lbs.: Rarely.

REACH above shoulder height: Occasionally  
REACH at shoulder height: Frequently required  
REACH below shoulder height: Frequently required  
PUSH/PULL: Occasionally

**DURING AN EIGHT HOUR DAY,  
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally  
Bending: Occasionally  
Crawling: Rarely  
Squatting: Rarely  
Kneeling: Rarely  
Crouching: Rarely  
Climbing: Rarely  
Balancing: Rarely

**WORK SURFACES:** (describe)

Composite desk  
Carpet/tile floors  
Computer keyboard/screen

**HAND MANIPULATION**

Grasping: Occasionally  
Handing: Frequently required  
Torquing: Occasionally  
Fingering: Frequently required

**Environment: Inside: 98%    Outside: 2%**

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)  
The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.  
Hearing: Necessary for receiving information and instructions.  
Sight: Necessary to do job effectively and correctly.  
Tasting & Smelling: Smelling required to detect noxious fumes and odors.

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Bacterial and viral infections carried by children.

I have reviewed this job description and am in acceptance of its parameters.

\_\_\_\_\_  
Employee

Date \_\_\_\_\_

\_\_\_\_\_  
Administrative designee

Date \_\_\_\_\_