

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

| | | | |
|--------------------|-------------------------------------|------------------------|---------------------|
| TITLE: | Department Aide | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Various departments or school sites | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 013 OTBS |
| REVISED: | July 1, 2002 | | |

BASIC FUNCTION:

Perform a variety of beginning level clerical and manual duties in schools or central offices.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist department or school personnel by performing a variety of clerical and manual duties. **E**

Record information on standard forms. **E**

Operate non-complex equipment and machines, and does heavy lifting, stooping, bending, and standing. **E**

Shelve books, files cards, paste book pockets and date slips, and performs other routine library work. **E**

Assist with test scoring by hand or machine. **E**

Perform routine clerical tasks such as sorting, filing, addressing and stuffing envelopes, light typing, and other basic tasks. **E**

May assist in taking inventory of supplies, books, and other materials.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

Typing/Keyboarding certificate at a net, corrected speed of 25 words per minute.

Possession of a valid California driver's license and availability of transportation may be required for designated positions requiring performance of duties at more than one location during the work day (transportation allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Type/keyboard at a net, corrected speed of 25 words per minute.
Learn the operation of non technical machines and equipment.
Read, write, and understand the English language.
Establish and maintain effective working relationships with others.
Understand and carry out instructions.
Work in a safe manner.
Plan and organize work.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, stooping, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

Revised 3.24.04—PeopleSoft

Job Code 6170

PH