VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: HEALTH SERVICES ASSISTANT

BASIC FUNCTION:
Under the supervision of a site Principal and Health Specialists, perform a variety of complex clerical works in support of an assigned program or function within the Ventura County Office of Education (VCOE); learn and apply procedures and policies of assigned program or department; review and verify the accuracy and completeness of various documents.

REPRESENTATIVE DUTIES:
Perform clerical duties related to assigned function such as preparing simple reports as required by County, State or federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information; E

Receive and screen phone calls and visitors; provide information and direct inquires and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office; E

Perform a variety of assignments and special projects as assigned; search files and contact individuals, departments, and agencies; and perform calculations as required; E

Assist other office personnel with various office clerical and secretarial duties as assigned; E

Prepare letters, memos and forms, requesting, providing or verifying information; compose correspondence from rough drafts; receive, screen and route mail; E

Prepare, format, type, proofread and duplicate a variety of items including letters, memorandum, proposals, contracts, reports, agendas, minutes and student records; E

Prepare and maintain logs, databases, files and records; maintain inventory; order supplies and materials as assigned; maintain confidentiality of materials and information; E

Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary; review and verify the accuracy and completeness of various documents and applications; assign proper codes to documents and enter into computer system; E

May provide on-the-job training and direction and guidance to short term clerical personnel and student workers/volunteers as assigned; E

Operate a variety of office machines such as typewriter, microcomputer, computer terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned department; E

Attend meetings, workshops, and in-service training related to assigned duties, program, and

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Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Basic policies and procedures of assigned program or department;
- Modern office practices, procedures and equipment;
- Common office clerical terminology, skills, and practices;
- Record-keeping techniques, filing systems and information management;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Operation of office machines, including a computer;
- Knowledge of EXCEL or ability to learn;
- Word processing, database, graphics, and other software applications used by the department or VCOE;
- Telephone techniques and etiquette;
- Interpersonal skills using tact, patience and courtesy; and
- Oral and written communication skills.

**ABILITY TO:**
- Perform a variety of general clerical work in support of an assigned program or department;
- Learn and apply the policies and procedures of the assigned program or department;
- Read, interpret, and apply regulations, policies and procedures;
- Learn terminology of program or department;
- Add, subtract, multiply and divide quickly and accurately;
- Plan and organize work;
- Meet schedules and time lines;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Perform duties effectively with interruptions;
- Maintain records and prepare reports;
- Type at 40 words net per minute from clear copy;
- Understand and follow oral and written directions; and
- Operate a variety of office equipment such as typewriter, computer terminal, word processing equipment, and copiers.

**EDUCATION AND EXPERIENCE:**
- Equivalent to graduation from high school or higher and the use of computer equipment and related software.

**LICENSES AND OTHER REQUIREMENTS:**
- Some positions in this classification may be required to speak, read, and write a designated second language and/or possess a valid California driver's license.
**WORKING CONDITIONS:**

ENVIRONMENT:
Is subject to inside environmental conditions; some positions may involve periodic assignments in a warehouse environment (dusty, hot or cold).

PHYSICAL ABILITIES:
Seeing to observe documents;
Hearing and speaking to communicate with others;
Sitting or standing for extended periods of time;
Climbing stairs;
Dexterity of hands and fingers to operate office equipment;
Bending, reaching overhead and above shoulders;
Lifting and carrying objects weighing up to 30 pounds.

Additionally, some positions in this classification may require stooping, squatting, pushing and pulling.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.