

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

OFFICE STAFF/TRANSLATOR

DEFINITION:

Under the direction of an assigned supervisor this person, with minimum supervision, will perform from a front desk receptionist area a variety of clerical duties involving answering telephones, typing, filing and maintaining records or reports in support of a school or District function with only occasional intervention or assistance; must be able to operate standard office machines and computers; will provide/assist in translation of Individual Education Plan (IEP) paperwork, district-parent conversations to another language (English to Spanish/Spanish to English).

EXAMPLE OF DUTIES:

1. Operates a variety of office equipment, such as typewriter, calculator and copy machines. Candidates for this position must be able to perform word processing function on Macintosh and IBM computer. Know and use of Office 2000/XP applications.
2. Types letter, memoranda, bulletins, report minutes, schedules, list, forms, project report and other official documents from straight copy or rough draft.
3. Types and performs other clerical duties for the assigned supervisor, and other staff members as directed from a front desk receptionist area.
4. Maintains a variety of logs, records and files related to assigned office.
5. Provide accurate information and assistance for students, parents, the public and staff in a timely manner
6. Answers telephones, take and relays messages, greets the public, staff and students and provides routine information; directs inquiries to the appropriate person of office, make phone calls to request, provide, or verify information as directed in English or in Spanish..
7. Performs clerical work, posting records, making mathematical computation and securing information from clearly indicated source.
8. Processes categorical programs requisitions and conference requests.
9. Maintains supply and material inventory of assigned area as required. Orders, receives, and distributes material, equipment and supplies as directed.
10. Assures the timely duplication and distribution of a variety of records, report and other materials as directed.
11. Schedules appointments and meetings; maintains various schedules and calendars.

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12. Provides accurate translation of IEP paperwork using “back-translating” into English or by having the translated document reviewed by another translator for verification of accuracy.

KNOWLEDGE AND ABILITIES:

Understand and apply correct oral and written usage of English and Spanish; grammar, spelling, punctuation and vocabulary, interpersonal skills using tact, patience and courtesy. Basic record-keeping techniques. Communicate and maintain effective relationships with students, staff and public. Perform routine clerical duties such as filing and duplicating instructional materials. Print and write legibly in English and Spanish. Add, subtract, multiply and divide accurately. Understand and follow oral and written directions. Learn procedures, functions and limitations of assigned duties. Communicate effectively both orally and in writing in both English and Spanish. Work cooperatively with others. Operate office and duplicating equipment. Able to type with accuracy at 40 words per minute. Knowledge and use of Microsoft Office 2000/XP application programs.

EDUCATION AND EXPERINCE:

Any combination equivalent to: graduation from high school or GED and experience in working in a school/district office environment; experience or formal training in translating preferred; Associates Degree or higher preferred.

Must possess California Driver’s License.