
Position:	COVID Assistant	FLSA:	Non-Exempt
Department/Site:	Varies	Salary Grade:	04
Reports to/Evaluated by:	Varies	Salary Schedule:	Classified

SUMMARY

The COVID Assistant performs routine and/or standardized duties associated with clerical work and providing office assistance. Duties will vary according to area of assignment, which may include a school site, department or district office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs work related to COVID-19 requirements. May assist sites and departments with a variety of COVID related duties that may include: contact tracing, testing, data entry, tracking and required reporting.
- Follows the District's COVID-19 Safety Plan and will assist with implementation of orders and guidance from local, state and federal agencies.
- May greet visitors, staff or students in person or over the telephone, ascertains nature of business and provides standard information related to area of assignment.
- May provide supervision on campus during breaks, lunch and recess.
- Maintains records and files of documents for ready access. Ensures the timely distribution and receipt of a variety of records and documents.
- Reviews, prepares, and enters information from documents into data entry screens to databases that have established formats and limited access.
- Assists others to assemble and organize materials for distribution.
- May receive and process private student information. Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires basic knowledge of general office procedures, filing, record keeping and telephone techniques and etiquette. Requires basic knowledge of typical departmental procedures regarding information and document flow. Requires sufficient knowledge of and skill at accessing and using personal computer applications such as office productivity suites, business and student data entry formats, and e-mail. Requires sufficient human relations skill to maintain harmony with peers and customers and portray a positive image of the district.

Abilities: Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Requires the ability to learn, understand and apply district rules, regulations and policies. Requires the ability to operate standard office machines and equipment, including personal computers and keyboards, copiers, printers, etc. Requires the ability to maintain records and filing systems. Requires the ability to enter alphanumeric information to data entry screens. Requires the ability to prioritize workload to meet established deadlines.

Education and Experience: The position typically requires a High School diploma supplemented by course work in general office skills and 1 year of experience in general clerical, data entry, and production keyboarding, or equivalent environment.