



Nutrition Services Office Assistant

SUMMARY: Under basic supervision, performs a variety of office support functions to assist Mandan Public School (MPS) Nutrition Services staff with technical, clerical, and data entry duties, using standard and specialized computer software, to update and maintain accounting and purchasing databases. Provide information and assistance to customers.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs clerical data entry duties, using standard spreadsheet and specialized computer software; processes technical documents, files forms and records according to MPS policies; assists with other accounting and administrative support activities as assigned.
- Enters data in order guides, maintains spreadsheets to determine inventory, updates database of payments, requisitions, invoices, purchase orders, warehousing, vendors, assist in claims; reviews documents and verifies proper coding.
- Coordinates and organizes operational workflow; exercises initiative and independent judgment in performing duties; applies judgment to resolving problems, analyzing data, and making decisions; tracks department issues, and assures the effective communication of operational information.
- Uses training and experience in area of assignment to review and process files, special MPS forms, invoices, and technical documents.
- Collects statistical data and compiles data for reports; locates information for staff and others as authorized.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School diploma or GED equivalent; AND two years of clerical and computer experience; OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS policies and procedures
- Policies, rules and regulations covering specific areas of assignment.
- Personal computers utilizing standard and specialized software applications.
- Methods and techniques of researching and compiling data for reports and presentations.
- Record keeping and file maintenance principles and procedures.

Skill In:

- Researching and compiling data for reports and technical documents.
- Following verbal and written instructions and procedures.
- Entering computer data with high levels of accuracy and productivity.
- Establishing and maintaining effective working relations with co-workers.
- Record keeping and file maintenance principles and procedures.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment