

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**STUDENT HELPER**

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**Purpose Statement:**

The job of STUDENT HELPER is done for the purpose/s of providing general clerical support, information and/or direction as may be assigned.

This job reports to ADMINISTRATOR

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**Essential Functions**

- Performs clerical functions as requested by administrator (e.g. copying, filing, word processing, faxing, etc.) for the purpose of ensuring clerical functions for the department/site are performed in an accurate and timely manner.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, record keeping.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette, computer operation/skills  
concepts of grammar and punctuation, excel software program, office methods and procedures, standard office software

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules, working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience**            No job related experience is required.

**Education**            High School diploma or equivalent.

**Required Testing**

None specified

**Certificates & Licenses**

None Required

**Continuing Educ. / Training**

None specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Not Evaluated

**Approval Date**

Job description available upon request

**Salary Grade**

Classified 1