



Our Children, Our Schools, Our Future!

Jurupa Unified School District

AGRICULTURE ASSISTANT

DEFINITION

Under immediate supervision to do routine clerical work; to transport and supervise students in support of agriculture-related activities; to assist students in caring for and learning about animals; to transport animals as required in support of the department's activities; to assist in preparing for, and to attend as directed, fairs, shows, contests, and other department activities, and to do related work as assigned. Positions in this class assist as needed in the Agriculture Department. The classification includes clerical duties, as well as other duties related to the agricultural nature of the department. Flexibility and adaptability are required.

ESSENTIAL JOB FUNCTIONS

- Types letters, lists, requisitions, forms and other materials from rough draft or general instructions.
- Alphabetizes, files and re-files cards, records, and correspondence.
- Acts as receptionist and provides routine factual information.
- Posts information to forms and records.
- Makes accurate arithmetical calculations.
- Assists students, teachers, and the public as assigned.
- Provides information to students, parents, and visitors on routine, procedural or directional matters.
- Assembles reports, booklets and other materials.
- Sells tickets and collects monies.
- Operates standard office machines and performs other clerical duties as may be assigned.
- Assists students in the care, feeding, grooming, and health maintenance of livestock.
- Transports and supervises students for events which support the department.
- Transports and assists as needed with livestock in connection with department activities.
- Assists in preparing for, and attends as directed, fairs, shows, contests, and other related activities.

OTHER JOB FUNCTIONS

- Performs other duties as required.

LICENSE REQUIREMENT

Possession of a valid, appropriate California's Drivers License.

DESIRABLE QUALIFICATIONS

Knowledge of:

- English grammar, vocabulary, and arithmetic;
- Office methods, procedures, terms, and equipment;
- Simple care and feeding of farm animals.

AGRICULTURE ASSISTANT

Ability to:

Spell correctly, use English properly, and make simple arithmetical computations;
Follow oral and written directions;
File and alphabetize with speed and accuracy;
Post and check records with speed and accuracy;
Read and comprehend handwritten or typed documents, and the display screen of office machines;
Efficiently and effectively operate office machines, including a computer with keyboard and monitor, for sustained periods of time;
Establish and maintain effective working relationships with administrators, other employees, students, and the public;
Communicate effectively and relate well with students;
Demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy;
Drive a vehicle, which may include towing a trailer containing livestock;
Work with and around livestock;
Attend and participate in department events.

Skills:

Typing: 40 words per minute

Experience:

Some experience in clerical or general office work, involving typing, filing and records work.
Some experience caring for and working around farm animals.

Education:

Equivalent to graduation from high school, preferably including coursework and work experience related to the care of livestock.

Personal Qualities:

Adaptability, mature attitude, judgment, and flexibility.

Personnel Services
November 2007

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