

OFFICE TECHNICIAN - DISTRICT

Purpose Statement:

The job of Office Technician - District is done for the purpose/s of providing secretarial support to assigned administrator and department staff; maintaining department records; compiling and distributing materials and reports; and responding to a variety of inquiries.

Essential Functions

- Compiles data from a variety of sources (e.g. new hire paperwork, awards, service pins, longevity reports, evaluations, Education Code information, etc.) for the purpose of providing necessary documentation for employees.
- Composes a variety of documents (e.g. correspondence, bulletins, flyers, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates the collection and distribution of materials (e.g. new applicant packets, supplies, etc.) for the purpose of ensuring the availability of materials for recruitment purposes.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains documents, files and records (manual and computer) (e.g. contracts, employee records, purchase orders, STRS/PERS information, etc.) for the purpose of providing up-to-date reference and audit trail.
- Monitors assigned department/program activities for the purpose of ensuring completion in compliance with established financial, legal and/or administrative requirements.
- Prepares a variety of reports and correspondence (e.g. state and federally mandated reports, materials transmittals, handbooks, recruitment materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (varies by assignment) (e.g. travel arrangements, time cards, unemployment claims, etc.) for the purpose of disseminating information to appropriate parties.
- Provides backup to H.R. Specialist on VIP Substitute System for the purpose of maintaining up-to-date and accurate data as assigned.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative and department personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Maintains inventories of supplies and materials (e.g. forms, paper, etc.) for the purpose of ensuring items' availability.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; pertinent codes, policies, regulations and/or laws

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; maintaining confidentiality, and working with constant interruptions.

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. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; 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 Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Employment Proficiency Test
Pre-Placement Physical Exam

Certificates & Licenses

Typing Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 18