

OFFICE TECHNICIAN - SCHOOL

Purpose Statement:

The job of Office Technician - School is done for the purpose/s of providing general clerical support within the school site; ensuring accurate attendance accounting; and maintaining a variety of student records.

Essential Functions

- Administers first aid and medication to students under the direction of health professional for the purpose of meeting immediate health care needs.
- Attends meetings for the purpose of receiving and/or conveying information.
- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Contacts parents/guardians for the purpose of reporting student illness or injury.
- Distributes mail, checks, supplies, messages, etc. for the purpose of disseminating material to appropriate parties.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains a variety of documents, files and records (e.g. student records, grades, transcripts, test scores, immunization information, health records, substitute information, etc.) for the purpose of providing complete and accurate documentation and audit trail.
- Orients new personnel for the purpose of effectively assimilating them into site operations.
- Performs record keeping and clerical functions (e.g. copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site personnel.
- Prepares documents in standardized formats (e.g. letters, test results, newsletters, flyers, etc.) for the purpose of providing written documentation and/or conveying information.
- Processes documents, forms, mailings and materials (e.g. purchase orders, requisitions, receipts, registration, attendance, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries of staff, other educational institutions, students, etc. for the purpose of providing information and/or direction as may be required.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Coordinates the maintenance and/or repair of office equipment for the purpose of ensuring availability in good working condition.
- Maintains inventory of office supplies for the purpose of ensuring availability as needed.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: utilize standard office equipment; perform standard clerical procedures; and operating standard office equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: none specified

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicate with diverse groups; be attentive to detail; adhere to safety practices; meet deadlines and schedules; record keeping.

Responsibility

Responsibilities include: working under limited supervision using 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 may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

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; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 20% walking, and 45% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

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

Certificates & Licenses

None Specified

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