



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>OFFICE TECHNICIAN</u>			
DEPARTMENT/SITE:	District Department or School Site	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	20 per 2021/2022 Schedule
		WORK YEAR:	11/12 Months (Days Vary)
REPORTS TO:	Assigned Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized clerical support duties involving independent judgment and action within an assigned office and requiring in-depth knowledge of an organization-wide function or program; set up registration and open enrollment dates to fit assigned program needs; manage teacher budgets; process program registrations and daily attendance; answer phones, perform basic research, special studies, and analyses. The incumbents in this classification assist in providing students with specialized clerical duties which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform specialized clerical duties involving independent judgment and action within an assigned office and requiring in-depth knowledge of an organization-wide function or program; assist in assuring smooth and efficient office operations.

Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; set up registration and open enrollment dates to fit assigned program needs; establish and maintain filing systems, rosters, enrollment counts, reports, and waitlists; process and evaluate various forms and applications as needed.

Perform basic research, special studies, and analyses; collect information and data. Compile, organize, arrange, and analyze collected data and information. Collect, prorate, and deposit current and past due fees for the assigned program; submit requisitions for refunds; issue credit/refund checks to accounts when needed.

Relieve assigned supervisor of routine administrative detail; compose correspondence; type, format, and process a variety of records and documents related to assigned activities such as letters, legal documents, lists, memoranda, bulletins, reports, requisitions, flyers, forms, or other materials from detailed or rough copy; proofread completed typing assignments.

Provide specialized information to visitors, callers, and district staff regarding District, State, and County policies, procedures, rules, and regulations related to assigned programs or the work of the department. Process Independent Contract Agreements for the assigned program.

Assist staff members with problems and procedures; communicate with personnel and outside agencies to exchange information and resolve issues or concerns; provide guidance to other staff members as needed; schedule meetings and appointments; process travel or conference plans and make reservations.

Monitor inventory levels of office supplies; order, receive, and assure adequate inventory levels of office supplies. Open, sort, and distribute mail.

Establish and maintain complex records, files, and financial documentation. Compile and tabulate statistical and financial data. Manage budgets in assigned programs. Process program registrations and daily attendance.

Process Independent Contract Agreements for the assigned program.

Input a variety of data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of computerized lists and reports as requested; assure the accuracy of input and output data.

Respond to inquiries regarding department or program functions interpreting procedures and/or policies as required; communicate with parents regarding questions, complaints, and concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer, and assigned software; utilize two-way radio transmission equipment and other specialized equipment specific to program operation.

Attend meetings and take and transcribe minutes of meetings. Conduct virtual orientation meetings.

Receive visitors and refer calls and visitors to the proper person/department. Assist walk-in parents in application and registration processes.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Statistical and financial record-keeping practices.

Modern office procedures, practices, and equipment.

Policies and objectives of assigned programs and activities.

Record-keeping and report preparation techniques.

Business letter and report writing, editing, and proofreading.

Proper telephone etiquette and letter and report writing. Basic research procedures.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling punctuation, and vocabulary.

Oral and written communication skills. Basic arithmetic.

Policies and objectives of assigned programs and activities.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Basic math using statistical practices.

ABILITY TO:

Perform specialized clerical support duties involving independent judgment and action within an assigned

office.

Assemble data and prepare correspondence and reports.

Understand, follow, and apply oral and written instructions.

Conduct research and prepare reports.

Interpret, apply and explain applicable laws, codes, rules, and regulations.

Communicate effectively, both orally and in writing.

Assist in planning and organizing work; meet schedules and timelines.

Assist in providing guidance to others.

Maintain cooperative working relationships with those contacted during the course of work.

Work independently with little direction.

Keyboard or input data at an acceptable rate of speed.

Meet schedules and timelines.

Operate a variety of office equipment including a computer and assigned software.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Compose correspondence and written materials independently or from oral instructions.

Complete work with many interruptions.

Receive, sort, and distribute mail.

Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent, supplemented by clerical training and three years of increasingly responsible clerical experience involving public contact and including specialized technical assistance in support of a specific function in a large organization.

LICENSES AND OTHER REQUIREMENTS:

None required.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 12/91; Rev. 8/98, 2004; 06/11 (Ewing)

5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocated PC & GB: 09/2022