

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Office Specialist I	Reports to:	Program Administrator/Supervisor
Job Category:	Clerical	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	15
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, support critical District administrative functions and serve on behalf of assigned administrators; ensure efficient operation of support functions; document and communicate information, activities and actions; provide interpretation, comparisons and recommendations; provide confidentiality and system of access to information; direct correspondence for prompt action; determine appropriate action/referral to achieve resolution.

ESSENTIAL FUNCTIONS:

- Attend meetings as assigned related to budgets, planning, and related functions; represent the assigned administrators as required.
- Convey and gather information.
- Compile and monitor data from a variety of sources; comply with financial, legal and administrative requirements.
- Compose documents including correspondences, bulletins, newsletters and related documents; document events; provide and request information as needed.
- Coordinate a variety of programs and activities such as, task assignments, meetings, staff coverage, building in-service activities, workshops, travel and accommodations; ensure availability of facilities and equipment; deliver services in accordance to established guidelines.
- Maintain documents, files and records including, billing information, energy usage, purchase orders, work orders, telephone records, administrative records, office procedures, related forms; provide up-to-date reference and audit trail for compliance.
- Maintain inventories and ensure availability of office supplies, forms and materials.
- Prepare written materials, including calendars, budgets, reports, memos, letters, handbooks; document activities and provide written reference and convey information.
- Research discrepancies in processes and documentation such as, work orders, activity data; ensure adherence to appropriate administrative and legal guidelines.
- Respond to inquiries from a variety of internal and external parties, including staff, parents, students, public agencies; provide information; facilitate communication among parties and provide direction.
- Utilize a computer and assigned software to input data, maintain automated records and generate computerized reports.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.
- May drive District vehicle to conduct work.
- Support assigned administrative personnel to provide assistance with their administrative functions.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Accounting/bookkeeping principles.
- Methods of collecting and organizing data and information.
- Recordkeeping and filing techniques.
- Department organization, operations, policies and objectives.
- Policies and objectives of assigned programs and activities.
- Terminology, practices and procedures of assigned office.
- Operation of assigned office equipment including a computer and assigned software.
- Problem-solving with data requiring independent interpretation of guidelines.
- Basic English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Mathematic calculations.

Ability to:

- Perform clerical and secretarial work involving the use of independent judgment and requiring accuracy and speed.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies, and procedures.
- Answer telephones using proper etiquette and greet the public courteously.
- Prepare and maintain accurate records and reports related to assigned activities.
- Perform accounting procedures.
- Set-up and maintain filing systems.
- Compose correspondence independently.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.
- Meet schedules and timelines.
- Work with detailed information/data.
- Perform basic math, including calculations using fractions, percentages, and ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- CA driver's license.

WORKING CONDITIONS:

Environment:

- Indoor/Office work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Requires 80% sitting, 10% walking, and 10% standing.
- The job is performed generally clean and healthy environment.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.