

Position: Office Specialist I	FLSA: Non-exempt
Department/Site: District-wide	Salary Grade: 9
Reports to: Administrator, Director, or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of assigned supervisor, performs a variety of office secretarial and general clerical support duties, following established policies, procedures and mandated regulations. Assignments may be at school sites, specialized departments, or educational programs. Work is focused in these areas: skilled typing and data entry, receptionist, records maintenance, filing and retrieval of information and reports. Office Specialist I is the entry-level clerical position of a three-tiered generalist clerical series and may require basic knowledge of the terminology, practices and procedures of an area of specialization depending on assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs clerical and typing work related to the office to which assigned. Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Assists others with daily data entry of business transactions. Enters data onto established data entry screens.
- May answer a central telephone and serve as receptionist to personnel and the public. May answer inquiries, make appointments, and provide information concerning standards, procedures and programs.
- Establishes and maintains files as directed. Assembles, collates and prepares materials for distribution. Performs work such as posting records, making arithmetical computations and securing information from clearly indicated sources.
- May order, receive, shelve and distribute supplies and materials.
- Types, duplicates, counts, and distributes routine documents from written copy or notes. May deliver and pick up a variety of forms and materials from staff, students, parents or the education center.
- May compile information onto established formats such as databases, word processing programs, and logs, and may maintain a variety of records and reports.
- May be required to cover the nurse's office if assigned to a school site and perform first aid and other health care duties in the absence of the nurse or other health care worker.
- If assigned to a school site, may assist others with attendance recording and follow-through calling. May compile data for attendance reports.
- Answers questions and provides information and assistance to students, parents, staff, and others regarding assigned office or functions.
- May receive, sort and distribute incoming mail.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures and equipment, including receptionist etiquette.
- The principles and procedures of record keeping.
- Mathematics sufficient to perform columnar calculations, decimals, fractions, etc.
- Proper English usage, grammar, spelling, punctuation and basic arithmetic.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.

Ability to:

- Perform the duties of the position efficiently and effectively, under general supervision.
- Learn, understand and apply district rules, regulations and policies.
- Operate standard office machines and equipment, including typewriters, multi-line telephone system, copiers, calculators, word processors, printers, etc.
- Maintain records and prepare reports.
- Communicate with peers and other District staff or public in a manner reflecting positively on the department and District.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying clerical test.
- Effectively communicate both orally and in writing.
- Use a variety of computer software programs including, but not limited to, word processing and spreadsheets.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to use a personal computer keyboard at an appropriate rate.
- Sufficient visual acuity to recognize words letters and numbers.
- Speech and hearing ability to carry on conversations in person and over the phone.
- The ability to reach and pull materials from files and shelves.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school is required, preferably including or supplemented by courses in typing and office practices. Minimum of one year of general clerical, data entry, and production keyboarding experience is desired.

LICENSES AND CERTIFICATES

First Aid/CPR certificate

Typing certificate for 40 w.p.m.

Adopted: June 2001

Revised: October 8, 2003