

Position: Office Specialist III	FLSA: Non-exempt
Department/Site: District-Wide	Salary Grade: 13
Reports to: Administrator, Director, or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of assigned supervisor, performs a variety of complex and responsible clerical, record keeping, profiling and reporting, and other support duties following established policies, procedures and mandated regulations. Assignments may be at a secondary school site, specialized department, or educational program. Office Specialist III is the third level in a generalist-clerical series. Incumbents assigned to the Level III positions often serve in a generalist role performing a range of general clerical, secretarial or office support duties, using information from specialized areas for data analysis.

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.
- Types letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. May prepare handbooks and other program materials.
- Processes routine documents of moderate complexity requiring knowledge of the special terminology, policies and procedures of department or area of specialized function.
- May perform analytical duties.
- May assist with the administering, scoring, and filing of tests, if assigned to a school site.
- Maintains records and files of documents processed for ready access and compiles various reports.
 - Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
 - Compiles statistical data, posts routine administrative or financial transactions, and maintains various department information in established data entry formats.
 - Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats.
 - If assigned to a school site, may perform registration duties such as originating and preparing student transcripts and registration packets, daily schedules, newsletters and other general correspondence.
 - Maintains confidentiality of information processed or received during the course of performing assigned duties.
 - May coordinate programs, workshops, and meetings between program staff, District administrators or the general public.
 - Operates a variety of office machines including, but not limited to, personal computer terminal, typewriter, calculator, copier, and two-way radio.
 - Composes routine correspondence independently as appropriate.
 - Confers with supervisory personnel to optimize assignment of staff and scheduling of work orders.
 - Processes business transactions of moderate complexity such as purchases, work orders including labor and inventory adjustments, and independent contracts. This duty requires knowledge of the special terminology, policies and procedures of department or area of specialized function in addition to record keeping.
 - May create and administer a filing system for technical areas.
 - 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.
- Departmental procedures and standing instructions related to work performed.
- Proper English, grammar, spelling, punctuation and math skills.
- Bookkeeping sufficient to process accounting transactions.
- Communication skills to project a positive image and convey basic information to customers.
- 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, effectively, and independently, 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 45 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 arm, hand, and finger dexterity in order to operate keyboard and typewriter at an appropriate rate.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations with individuals over the phone and in person.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school is required plus additional vocational or college courses in business or a related field is strongly preferred. A minimum of two years of general clerical experience requiring frequent public contact is desired. Experience at the Office Assistant I and II level is preferred.

LICENSES AND CERTIFICATES

First Aid/CPR certificate.

Typing certificate for 45 w.p.m.

Adopted: June 2001

Revised: October 8, 2003

Typing speed revised: March 1, 2006