

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Office Technician I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Office Technician	FLSA:	Non-Exempt
JOB CLASS CODE:	1545	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 39 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	03-15-99
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine, diverse clerical duties in support of an assigned department or school; prepare and maintain logs, files, and records; review and verify the accuracy and completeness of various documents.

DISTINGUISHING CHARACTERISTICS:

Office Technician I incumbents are assigned routine, diverse clerical duties and work under supervision. Office Technician II incumbents perform routine, complex clerical support duties involving independent judgment in the interpretation and application of broadly defined policies and procedures. Office Technician III incumbents perform diverse, complex clerical duties involving independent judgment and action within a specific office functional area or provide sole clerical support for an assigned area or program.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Type letters, memoranda, bulletins, flyers, reports, schedules, lists, requisitions, or other materials from copy or rough draft of verbal instructions using a computer terminal; input a variety of data and records relating to assigned functions into a computer system. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; operate standard office equipment. **E**

Develop and maintain a variety of logs, records, and files related to the assigned office; compile information and prepare summaries and reports; compile and tabulate statistical data; prepare charts and tables. **E**

Maintain supply and material inventory of assigned area; requisition, receive, and distribute materials and supplies according to established procedures. **E**

Proofread documents for accuracy, completeness, and conformance to established procedures; duplicate and distribute a variety of records, reports, and other materials; receive, sort, and distribute incoming and outgoing mail, materials, and supplies; lift light objects. **E**

Greet the public, and provide routine information and direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information; accurately interpret the goals of the school or department to others and to the public. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and two years of clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding 45 Correct WPM

Word 65% Overall Score

Excel 65% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies, procedures, and terminology.

Applicable sections of State Education Code and other applicable laws.

Record-keeping techniques and filing systems.

Operation of a computer, related software, and standard office equipment.

Receptionist and telephone techniques and etiquette.

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

Interpersonal skills using tact, patience, and courtesy.

Report writing methods and techniques.

Current office practices and procedures.

Oral and written communication skills.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer, related software, and standard office equipment.

Perform computational tasks with speed and accuracy.

Lift light objects according to safety regulations.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Understand and follow oral and written directions in English.

Complete work with many interruptions, and meet schedules and timelines.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office or school site environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve and store files and supplies from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to view a computer monitor, read, prepare, and proofread documents related to assigned activities; lift light objects.

SAMPLE HAZARD:

Occasional contact with dissatisfied or abusive individuals.