

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Office Technician III	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Office Technician	FLSA:	Non-Exempt
JOB CLASS CODE:	1535	WORK YEAR:	11 to 12 Months
DEPARTMENT:	Assigned School / Department	SALARY:	Range 42 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	03-15-99
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform diverse, complex clerical and technical duties requiring specialized knowledge and independent judgment involving frequent and responsible public contact; provide for proper input and output of a variety of data.

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 and technical 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.)

Compile information from a variety of sources, and prepare complex reports as required by district, county, state, or federal regulations; communicate with other agencies or departments to provide or obtain information. **E**

Compose correspondence independently or from oral instructions using a computer; prepare and edit letters, memorandums, reports, catalogs, and forms; request, provide, or verify information; receive, screen, and route mail. **E**

Receive and answer inquiries; communicate with students, parents, faculty, administrators, and others regarding the district, curriculum, schedules, requirements, and other issues. **E**

Transmit confidential or sensitive information as appropriate; provide technical information concerning policies and procedures of assigned program or office according to established guidelines. **E**

Prepare and maintain accurate records; process Scantrons; prepare reports, schedules, transcripts, and other records. **E**

Process records and folders according to established guidelines and procedures; schedule appointments; prepare informational materials and packets; record information in various computer database programs. **E**

Prepare, format, type, proofread, audit, and duplicate records, reports, or related materials; lift light objects. **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**

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; may operate a scanner; operate standard office equipment. **E**

Monitor and maintain office or program budgets according to established guidelines; order supplies and materials as assigned, and maintain inventory. **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**

Provide work direction and guidance to volunteers, student workers, and other personnel. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding.....50 Correct WPM
 Word.....75% Overall Score
 Excel.....75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies, procedures, and terminology.

Applicable sections of State Education Code, and state, federal, and other applicable laws including policies related to students.

Accurate record-keeping techniques and filing systems.

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

Query statements, database programs, etc.

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, procedures, and equipment.

Oral and written communication skills.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Prepare and maintain files and documents.

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

Perform computational tasks with speed and accuracy.

Maintain records and prepare reports.

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.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.
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.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date