

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Office Technician IV	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Office Technician	FLSA:	Non-Exempt
JOB CLASS CODE:	9440	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Comprehensive or Small High School	SALARY:	Range 43 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL: REVISION:	06-01-10

BASIC FUNCTION:

Perform diverse, complex clerical and technical duties in the development and maintenance of the master schedule for a comprehensive or small high school.

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. Office Technician IV incumbents perform diverse, complex clerical and technical duties requiring specialized knowledge and independent judgment. A major focus of their duties surrounds the development and maintenance of the comprehensive or small high school master schedule.

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.)

Conceptualize, organize, and demonstrate detailed planning in the development and maintenance of the master schedule, which supports the curriculum and instructional objectives of the school, and makes maximum use of time, staff, space, and instructional resources. **E**

Determine the number of students registering for each course; determine the number of classrooms available, the number of students in each classroom, length of class periods, and school day; schedule time between classes and homeroom period. **E**

Determine teacher certifications, qualifications, and preferences; complete final master schedule board, assignment of subjects, activities, etc., to teachers. **E**

Ensure that students are scheduled in classes they need to take; resolve scheduling issues such as elective courses, exploratory programs, extra-curricular activities, etc. **E**

Create student course selection sheets and subsequent revisions in course selection sheets; provide transcripts for currently enrolled students; prepare senior check-out reports as part of the year-end process; compile or assist in compilation and maintenance of accurate class count data. **E**

Prepare permanent record folders, and post data to a variety of records and cards; file materials; answer questions of parents, teachers, and students, or refer them to other sources of information. **E**

Assist students with the completion of forms, applications, and documentation related to counseling activities; verify accuracy and completeness of forms; meet with students and parents as necessary regarding transcripts and course selections; review transcripts to determine coursework needed. **E**

Assist counselors and assistant principals with monitoring student grades, attendance, behavior, and graduation and promotion requirements; compile information and data, and prepare reports as requested; provide progress reports to counselors and assistant principals; make schedule changes for students; recommend alternatives to students needing to make up courses. **E**

Assist students with the completion of forms, applications, and documentation related to counseling activities; verify accuracy and completeness of forms; meet with students and parents as necessary regarding transcripts and course selections; review transcripts to determine coursework needed. **E**

Prepare or assist in the issuance of inter- and intra-district permits. **E**

May assist in any of the following activities: administer score placement, aptitude, and other tests; develop and maintain the master schedule including processing program planners and other student assignment data; prepare and mail deficiency notices and report cards; process student transfers; arrange appointments for students and/or parents with counselors; facilitate access to college catalogues and other materials related to applying for college entrance. **E**

Type a variety of materials including forms, letters, referrals, reports, bulletins, memoranda, cards, requisitions, and other materials; duplicate materials. **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**

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**

Receive and answer inquiries; communicate with students, parents, faculty, administrators, and others regarding the district, curriculum, master schedule, 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; input grades for credit recovery; print verification sheets for teachers; complete mark processing each grading periods; process Scantrons; prepare transcript/grade changes and updates; prepare reports, schedules, and other records. **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; operate a scanner; operate standard office equipment. **E**

Provide excellent customer service by establishing positive relationships with district personnel, parents, students, outside agencies, and others; distribute mail and supplies; 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 three years of increasingly responsible clerical and recordkeeping experience at a comprehensive or small high school.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. 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.

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

Lift light objects according to safety regulations.

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.

Learn and interpret specific laws, rules, and policies, and apply them with good judgment in a variety of situations.

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:**

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; bend at the waist, reach overhead, above the shoulders, and horizontally 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.