

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: SCHOOL OFFICE TECHNICIAN

SALARY: RANGE 24 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, perform a variety of general clerical duties in support of an assigned school office or program; answer phones and greet and assist students, parents, staff and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.

Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested.

Update student attendance and other related records in accordance with established guidelines; disburse absence and tardy notifications as required; submit attendance reports.

Prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Assist in monitoring inventory levels of office supplies; assist with ordering, receiving and maintaining inventory of office supplies.

Provide basic first aid to students; arrange for emergency medical services as needed; monitor and distribute doctor prescribed medications in accordance with applicable laws, codes, rules, and regulations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.
- ▶ Basic first aid.

ABILITY TO:

- ▶ Perform a variety of general clerical duties in support of an assigned school office or program.
- ▶ Learn school and program objectives, policies, procedures and goals.
- ▶ Receive, sort and distribute mail.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Provide basic first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.

POTENTIAL HAZARDS:

- ▶ Potential exposure to/direct contact with bodily fluids/blood borne pathogens.