



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

OFFICE TECHNICIAN

DEPARTMENT/SITE: Assigned Department

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 17

WORK CALENDAR: Varies

REPORTS TO: Assigned Supervisor

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the assigned supervisor, the Office Technician provides clerical support to assigned department personnel; communicates information to staff and the public; provides complete and accurate records; and provides information and/or direction as may be requested. The incumbents in this classification provide the school community with clerical support, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide a variety of clerical support functions for a district office or other department office. This class differs from the School Office Technician class, which supports the instructional process with school office clerical support for routine matters and assists with the assessment program. Office Assistant is the next lower-level class, working in either a school or department office providing clerical support, customer service, and records maintenance. The Secretary class is the next higher level class which has additional administrative responsibility in support of school programs.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Attends department and/or in-service meetings.
- Compiles data to provide information and prepare reports.
- Processes State/Federal assessment program materials; facilitates and distributes the district and site assessment programs.
- Inputs data for the purpose of providing accurate and current information.
- Maintains inventory of office supplies and materials by assisting in ordering and stocking items.
- Maintains manual and electronic documents files and records (e.g., letters, forms, reports, special student diet requests) to provide up-to-date information and/or historical reference.
- Notifies teachers/staff when test results are available to provide up to date information.
- Performs general clerical functions (e.g., faxing, scanning, copying, data entry, filing, answering phones) to support office functions.
- Prepares bank deposits for daily submittal.
- Provide oral interpretation for parents or written translation of items as needed.
- Responds to a variety of inquiries (e.g., staff, parents) to provide information and/or direction.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation and spelling
- Common office equipment
- Current office methods and practices
- Computer usage, including pertinent software applications
- Customer service principles and practices

Skills and Abilities to:

- Prepare and maintain accurate records
- Train others
- Understand multi-step written and oral written procedures
- Gather, collate, and/or classify data
- Work with a wide diversity of individuals in a variety of circumstances
- Problem solve to identify issues and select action plans
- Establish and maintain effective working relationships
- Work as part of a team
- Read, write, and communicate clearly in both English and a second language (usually Spanish) may be required
- Be attentive to detail
- Adapt to changing work priorities
- Meet schedules/deadlines, organize and schedule activities
- Organize work effectively
- Provide quality customer service

RESPONSIBILITY:

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

One (1) year of clerical experience in an office environment.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License, or obtain transportation, to drive to various sites occasionally.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:

- Criminal Justice and FBI Fingerprint Clearance
- Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed in an indoor office environment, requiring extensive sitting, and some standing and walking
- Moderate lifting, carrying, pushing, and/or pulling of boxes and files
- Stooping, kneeling, crouching, and/or crawling to access files
- Manual dexterity to operate a computer keyboard and other office equipment, handle files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen