



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

SCHOOL OFFICE TECHNICIAN

DEPARTMENT/SITE: Middle School

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 17

WORK CALENDAR: 201 Days

REPORTS TO: Principal or assigned supervisor

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Principal, or other assigned supervisor, the School Office Technician provides clerical support to assigned school site personnel; assists with testing materials; 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 general clerical support, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class support the instructional process with school office clerical support for routine matters and assist with the assessment program. This class differs from the Office Technician class that provides varied clerical support at the same level for a department office. The 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.

- Assists with maintaining MUSD student information systems by inputting data to run accurate reports.
- Assists with maintaining and updating of Cumulative Records (cums), including reviewing English Language (EL) cums before filing or sending to schools.
- Attends department and/or in-service meetings.
- Compiles data to provide information and prepare reports.
- Maintains inventory of supplies and materials (e.g., tests, quizzes, forms).
- Maintains manual and electronic documents files and records (e.g., letters, forms, reports) to provide up-to-date information and/or historical reference.
- Performs general clerical functions (e.g., faxing, scanning, copying, data entry, filing, answering phones, creating form letters and memos) to support office functions and communicate information.
- Performs student enrollment and withdrawal activities.
- Processes State/Federal assessment program materials; facilitates and distributes the district and site assessment programs.
- Provide oral interpretation for parents or written translation of items as needed.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit, 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
- District policies and procedures
- English usage, grammar, spelling, and punctuation
- Office methods and practices
- Customer service principles and practices
- Pertinent software applications

Skills and Abilities to:

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

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 transportations, 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, and 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