

## Madera Unified School District Classified Job Description

### Office Technician

#### Purpose Statement

The job of Office Technician was established for the purpose/s of supporting the instructional process with specific responsibilities for providing clerical support to assigned school site personnel; assist with testing materials; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Principal.

---

#### Essential Functions

- Assists GED Examiner with proctoring GED testing for the purpose of providing assistance in monitoring students and ensuring established test protocols.
- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Compiles data for the purpose of preparing 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 supplies and materials (e.g. tests, quizzes, forms, etc.) for the purpose of ensuring items' availability.
- Maintains manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Notifies teachers when test results are available for the purpose of providing up to date information in accordance with established administrative guidelines.
- Performs general clerical functions (e.g. faxing, scanning, copying, data entry, filing, etc.) for the purpose of supporting office functions.
- Performs student enrollment and withdrawal activities for the purpose of complying with established requirements.
- Prepares tests (e.g. proofreading, printing, collating, assembling, etc.) for the purpose of ensuring accuracy and availability in a timely manner.
- Processes tests (e.g. scanning, storing, etc.) for the purpose of ensuring security of the tests and materials.

- Responds to a variety of inquires (e.g. staff, students, parents, etc.) for the purpose of providing information and/or direction.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and the use of technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practices.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment.

Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; meeting schedules/deadlines; communication with persons of diverse backgrounds/knowledge/skills; organizing; and the ability to read, write and communicate clearly in both English and a second language (usually Spanish) maybe required.

#### **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.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

#### **Minimum Qualifications**

Experience One year of clerical experience in an office environment.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Certificates

Valid CDL

Continuing Educ./Training

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands(A)

FLSA Status

Non Exempt

Approval Date

8/18/11

Salary Range