

RIVER DELTA UNIFIED SCHOOL DISTRICT

OFFICE SPECIALIST



DEFINITION

To perform clerical functions in support of the assigned school site; data entry and preparing correspondence from rough draft, answering phones, serving as receptionist; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class within the clerical/secretarial series. Employees at this level perform the full range of duties assigned to the class and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Attendance Secretary and Secretary classes in that these latter classes assume lead responsibilities for lower-level staff and perform much more complex clerical, secretarial and technical functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned higher level staff and site Principal.

DUTIES

Essential Functions:

1. Perform a variety of clerical functions in support of the assigned school site and Principal; including data entry and preparing general correspondence from rough draft; type, proofread and edit a variety of documents.
2. Maintain records regarding school lunch programs.
3. Maintain files and records; retrieve files for staff.
4. Act as receptionist, answer the phone and assist the general public, in person and over the phone; provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; take messages as necessary.
5. Maintain files for records; maintain files for staff.
6. Maintain CUM records, request records from previous schools, maintain record of CUM files requested, received, and sent.
7. Assist in maintaining attendance records verify students notes and ensure accuracy, key attendance notes into computer.
8. Assist ill or injured students; contact parents, administer first aid in accordance with established procedures.
9. Receive, open, sort, screen and distribute mail.
10. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

English grammar, spelling, and punctuation.

Modern office practices and procedures, including computers.

Methods and procedures of data entry.

Mathematical principles.

Ability to:

Learn District and school policies and procedures.

Perform a wide variety of clerical duties in support of an assigned function.

Operate office equipment including a computer.

Use Microsoft Office Suite proficiently.

Master new computer-based office software as required.

Maintain reliable, punctual, and regular attendance.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.

Focus on details of work content, work steps, and final work products.

Display honesty, adherence to principals, personal accountability, and confidentiality.

Present self as a positive representative of the organization.

Maintain emotional stability and self-control under pressure, challenge, adversity.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations

- Communicating with others

- Reading and writing

- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions

- Demonstrating intellectual capabilities.

 - Oral Comprehension

 - Oral expression

 - Auditory understanding

 - Memorization

 - Written comprehension

POSITION REQUIREMENTS *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

One year of general clerical experience.

Training:

Equivalent to completion of the twelfth grade

WORKING CONDITIONS:

Environmental Conditions:

Office environment

Physical Conditions:

Functions may require maintaining the physical condition necessary for sitting for prolonged periods of time.

JOB PROFILE:

Annual Contract: 10.5 months

Classified Salary Schedule: Range 9

Board Approved: October 10, 2023