

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### DEPARTMENT OFFICE TECHNICIAN

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#### **DEFINITION:**

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

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of general clerical duties in support of an assigned school office including typing, transcribing, filing, duplicating and distributing materials; prepare purchase orders; process claims; review invoices and purchase orders for accuracy and completion.
- Input financial data and records into an assigned computer system; maintain budgets and financial records to process appropriations and make expenditure transfer; record financial transactions and ledgers of expenditures by accounts; generate computerized lists and reports as requested.
- Type letters, agendas, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.
- Receive, greet and direct visitors; schedule appointments, conferences and meetings as needed; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.
- Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.
- Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.
- Operate a variety of standard office equipment including a computer and assigned software.
- 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.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

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

##### Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

#### **DESIRED QUALIFICATIONS:**

- Two years of accounting, bookkeeping, clerical, secretarial experience.
- One year of college course work or training in clerical, bookkeeping, accounting or general office procedures, including computer data entry.

Knowledge of:

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Basic record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of general clerical duties in support of an assigned school office or program.
- Answer telephones and greet the public courteously.
- Learn school and program objectives, policies, procedures and goals.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Type and input data at an acceptable rate of speed.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Receive, sort and distribute mail.

**WORKING CONDITIONS:**

Work Environment:

- Office/Indoor environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved:**

**Unit Approved: 5/10/02**

**Board Approved: 5/28/02**

**FLSA Status: Non Exempt**