

# Palm Springs Unified School District

## Office Technician



### JOB DESCRIPTION

Palm Springs Unified School District  
A.R. # 4232.360

### OFFICE TECHNICIAN

#### PURPOSE STATEMENT

The Office Technician provides clerical support to assigned personnel; communicates information to staff and the public; provides complete and accurate records; and provides information and/or direction as may be requested.

#### FUNCTIONS

- Prepares a variety of documents and materials (e.g. notes, standardized correspondence, calendars, meal counts, marketing materials, presentations, handouts, periodic reports, etc.).
- Maintains a variety of records and/or files (e.g. lunch accounts, rosters, daily attendance, periodic reports, policy and procedures binders, etc.).
- Processes documents, forms, reports and materials (e.g. reports, cash payments, requisitions, recertifications, fees, mail, applications, lunch counts, etc.).
- Responds to inquiries of staff, the public, parents and/or students.
- Assists other personnel as may be required.
- Attends meetings (e.g. trainings, inservice, etc.).
- Maintains inventory of office supplies.
- Monitors students referred for illness or disciplinary action.
- Collects payments and/or fees.
- Orients substitutes as assigned.
- Performs record keeping and general clerical functions (e.g. proofreading, filing, copying, faxing, etc.).
- Receives deposits from school sites as assigned.
- Performs related duties as assigned.

#### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Any combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed above. An example of an acceptable combination is:

Equivalent to graduation from high school and one year experience in clerical or general office work, involving typing, filing, and records responsibilities.

**SKILLS** to answer telephones and greet the public courteously; provide excellent customer service and promote a positive work environment; operate a variety of office equipment including a computer and applicable software; prioritize numerous tasks and complete them under various time constraints; perform clerical duties such as filing, word processing, duplicating and maintaining routine records with accuracy.

**KNOWLEDGE** of the operation of office machines including computer equipment and specified software; modern office practices and procedures, alpha and numeric filing systems; basic record-keeping techniques; basic financial record-keeping techniques; correct spelling, grammar, and punctuation.

**ABILITY** to type at a speed of 40 words per minute from clear copy; learn and interpret rules, regulations, and instructions; understand and work within scope of authority; handle multiple projects with deadlines in an accurate manner; maintain confidentiality and use discretion; follow oral and written directions; set priorities; establish and maintain effective working relationships; work as part of a team; understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of vendors, district personnel and administrators; maintain consistent, punctual and regular attendance.

#### WORKING ENVIRONMENT/PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing. The job is performed under a generally hazard free environment.

Education High School diploma or equivalent.

#### Required Testing Certificates

Job-Related Proficiency Examination Valid Driver's License and Evidence of Insurability (desired)

Typing certificate providing proof of ability to type 40 WPM

Continuing Education/Training Clearances

None Specified Criminal Justice Fingerprint/Background Clearance

TB Clearance

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Collective Bargaining Agreement between California Teamsters Public, Professional & Medical Employees Union, Local 911 General Employees Unit and Palm Springs Unified School District.

FLSA Status Bargaining Unit Salary Range BOE Approval Date  
Non Exempt Teams 2 21 11/27/07

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