



IRVINE UNIFIED SCHOOL DISTRICT

OFFICE TECHNICIAN

DEFINITION:

Under the supervision of the Director, performs a variety of clerical duties pertaining to the assigned department or program; maintains accurate and up-to-date records, including records related to personnel and student matters; serves as an assistant to an assigned administrator as needed; assists office staff with related duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs a wide variety of clerical and office activities including typing, proofreading, filing, checking and recording information related to assigned activities.
- Composes materials on a wide range of subjects including those which require knowledge of procedures and policies of the assigned area.
- Schedules interviews, testing and appointments related to assigned department or program.
- Updates and maintains assigned calendars.
- Maintains and reports data related to department procedures.
- Updates and maintains various records and reports related to assigned duties.
- Types and inputs data into an assigned computer system and generates computerized lists and reports as requested.
- Provides clerical support to assigned Directors and Supervisors and serves as an assistant to assigned administrators as needed.
- Collects, verifies, processes and maintains accurate employee files and records.
- Performs a variety of technical clerical work related to scheduling, evaluations, stipends, workers comp and travel approval requests.
- Answers inquiries concerning standardized policies, procedures and regulations.
- Serves as a receptionist and provides information to others; directs visitors and parents to appropriate offices.
- Communicates with parents, personnel, District sites, departments, community members and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operates a variety of office equipment including a copier, fax machine, computer and assigned software.
- Attends meetings related to assigned activities as needed.
- Performs other related duties as required.

QUALIFICATIONS GUIDE

Knowledge of:

- Correct English usage, spelling, grammar, punctuation and composition.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- District policies, rules and regulations applicable to the assigned department, program or school site.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of complex clerical work in support of an assigned department or program.
- Maintain filing systems.
- Perform work independently with little instruction.

- **Understand and carry-out and written instructions.**
- **Establish and maintain cooperative and effective working relationships with others.**
- **Complete work with many interruptions.**
- **Type and enter data at an acceptable rate of speed.**
- **Take and transcribe dictation accurately.**

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of progressively responsible experience in technical clerical work.

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.

- **Sitting and walking for extended periods of time.**
- **Dexterity of hands and fingers to operate a computer keyboard.**
- **Hearing and speaking to exchange information in person and on the telephone.**
- **Reaching overhead, above the shoulders and horizontally to retrieve files or materials.**
- **Bending at the waist, kneeling or crouching to file materials.**
- **Lifting, carrying, pushing and pulling light objects up to 10 pounds.**
- **Seeing to read a variety of materials.**

WORK ENVIRONMENT:

Indoor and office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Previously Revised: 6/2017