

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification:	OFFICE SPECIALIST / BILINGUAL	Salary Range:	74
Employment Category:	Classified Bargaining Unit	FLSA Designation:	Non-Exempt

Job Summary:

Under direction provides a variety of responsible and technical clerical support services involving complex and diverse activities; coordinates communication in both English and Spanish between administrators, District and site personnel, parents, students and the general public.

Essential Job Functions:

- **Assists** administrative personnel, general public, public agencies, parents and employees for the purpose of providing support, information and backup of assignments and coordinating activities.
- **Communicates** in Spanish and English both orally and in writing, translating documents, conversation and correspondence to parents, etc. for the purpose of communicating and disseminating information and providing assistance as may be required.
- **Composes** materials and documents (e.g. correspondence, memos, charts, forms, requisitions, schedules, agendas, minutes, etc.) for the purpose of providing documentation and communicating information to school and district personnel, the public, etc.
- **Evaluates** situations involving staff, public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel.
- **Handles** funds (e.g. petty cash, activity funds, testing funds, fees etc.) as may be required for the purpose of recording receipts and reconciling expenses; and, ensuring compliance with district financial and legal requirements.
- **Maintains** files and records (i.e. attendance records, testing results, requisitions, purchase orders, supply inventory, etc.) for the purpose of ensuring accuracy, proper documentation and availability of required information.
- **Monitors** various assigned activities (e.g. program budgets, emergency cards, registration, absence verification, security radios, scheduling, vendor lists, requisition logs, purchase orders, etc.) for the purpose of ensuring efficiency of office and compliance with established guidelines and financial, legal, and/or administrative requirements.
- **Processes** materials and documents (e.g. enrollments, district forms, schedules, agendas, conference requests, mail, applications, claims, attendance reports, class lists, etc.) for the purpose of disseminating to appropriate parties.
- **Responds** to inquiries of administrators, the general public, and/or students, etc. for the purpose of providing information and/or direction as may be required.
- **Schedules** meetings, appointments, etc., for the purpose of maximizing efficiency of workforce and meeting operations requirements.
- **Supports** assigned administrative personnel for the purpose of assisting them with their job functions of maintaining overall site operations.

Other Job Functions:

- **Administers** first aid and assists with medication for the purpose of meeting health care needs.
- **Attends** meetings as needed for the purpose of conveying and/or gathering information required to perform functions.
- **Monitors** switchboard for the purpose of providing assistance and support.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Ability to operate standard office equipment. Ability to utilize pertinent software applications. Ability to perform standard clerical and secretarial procedures. Ability to perform standard bookkeeping/accounting procedures. Ability to communicate with persons of varied cultural and educational backgrounds. Ability to perform basic first aid. Ability to communicate effectively in English and Spanish, both orally and in writing. Ability to plan and manage projects. Ability to prepare and maintain accurate records.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer; have the ability to occasionally lift up to 52 pounds, frequently lift up to 5 pounds and constantly lift a minimum of 5 pounds. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flue, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other Atmospheric Conditions include Fumes and Odors (Copier supplies); Dust (Dust and paper dust).
- **Education Required:** High School graduate or equivalent and three (3) years increasingly responsible clerical and secretarial experience.
- **Licenses, Certifications and Testing Required:**
 - Must possess or have the ability to obtain valid First Aide Certificate with 90 days after initiation of employment.
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Written examination.
 - Typing examination at 50 net words per minute from clear copy.

Personnel Commission: 12/03/97

Salary Modification: 07/01/00

Revised: 10/27/05