

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: OFFICE TECHNICIAN /BILINGUAL
Employment Category: Classified Bargaining Unit

Salary Range: 71
FLSA Designation: Non-Exempt

Job Summary:

Under direction provides a variety of clerical and secretarial 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** other personnel, administrators, community, public agencies, parents and employees, etc. for the purpose of providing support, information and backup of assignments; and, coordinating activities.
- **Communicates** in Spanish 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.
- **Handles** funds (e.g. petty cash, activity 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** various files and records (i.e. schedules, requisitions, purchase orders, supply inventory, etc.) for the purpose of providing current, accurate information and/or documentation.
- **Performs** various assigned activities (e.g. program budgets, work related injuries, claims, security radios, 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. applications, attendance and payroll reports, agendas, minutes, claims, enrollments, mail, etc.) for the purpose of disseminating to appropriate parties.
- **Responds** to inquiries of staff, the general public, etc. for the purpose of evaluating situations, providing information and/or direction to appropriate personnel as may be required.
- **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.
- **Maintains** inventory of products, forms and supplies for the purpose of ensuring availability of required items.
- **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 and health care. Ability to plan and manage projects. Ability to prepare and maintain accurate records. Ability to communicate effectively in English and Spanish, both orally and in writing.
- **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 two (2) years increasingly responsible clerical and secretarial experience.
- **Licenses, Certifications and Testing Required:**
 - Must possess or have the ability to obtain a valid First Aide Certificate within 90 days after initiation of employment.
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Written examination.
 - Typing examination at 45 net words per minute from clear copy.

Personnel Commission: 12/03/97

Salary Modification: 07/01/00

Revised: 10/27/05