

# PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

## POSITION DESCRIPTION

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**TITLE:** Office Technician  
**DEPARTMENT:** School Sites  
**FLSA:** Non-Exempt  
**REVISED:**

**REPORTS TO:** Site Principal  
**CLASSIFICATION:** Classified  
**SALARY GRADE:** 10  
**BOARD APPROVED:**

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### **BASIC FUNCTIONS:**

Under general supervision, provide a variety of clerical tasks and do other work as required.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)**

### **Perform any combination of the following duties:**

**Attendance:** Keep accurate daily school attendance records, issue admit slips to returning students, make and receive parent calls to verify pupil absence, enroll and transfer pupils and contact other schools to obtain or furnish information; prepare reports for centralized pupil attendance accounting.

**Student Services:** Process pupil transfers to and from school; receive and send transcripts and other records as needed; type graduation lists and assist in the preparation for commencement programs; may gather and send homework assignments to pupils on long-term absence.

**Data Processing:** Assist in the electronic data processing of pupil and class records; verify for accuracy, completeness and make necessary changes to student information files; provide information on class loads, class schedules, attendance records, and other data.

**Financial:** Assist in accounting for ASB funds; sell event tickets; collect money for deposit and record transactions; prepare income statements maintain cash journal; prepare requisitions; maintain records on school departmental expenditures; assist in the preparation of periodic summary accounting reports.

**General:** Act as office receptionist as needed; type correspondence, reports and other materials from drafts; operate copiers for the mass production of printed materials; open, screen, and distribute school mail; provide illness and accident attention and first aid for pupils in the absence of the health clerk.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE AND SKILLS:**

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Record keeping and office organization and clerical skills.

Modern office methods and procedures and the use of standard office machines and equipment.

Requires communication skills sufficient to interact with students, parents and co-workers.

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### **ABILITY TO:**

Read, write, speak and understand the English language

Maintain records and reports related to attendance consistent with defined requirements.

Interpret and apply District and State policies and codes that relate to attendance programs.

Interact with a diverse student and parent population.

Maintain confidentiality of student records and information.

Perform basic clerical arithmetic computations.

Plan and organize work, and meet schedules and time lines.

Read, apply, and explain rules, regulations, policies, and procedures.

Operate standard office equipment and related software applications.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office setting.

#### **PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.