



Leadership • Collaboration • Support

JOB TITLE: Office Technician

CSEA Salary Schedule, Range 16

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general supervision, to perform a variety of clerical and secretarial duties. Acts as clerical support for senior clerical position.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to type accurately at 45 words per minutes.
- Knowledge of proper grammar, spelling, punctuation, and vocabulary.
- Ability to understand and follow instructions, both oral and written.
- Ability to operate a variety of office equipment.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, clients, other agencies, and the general public.
- High school diploma or G.E.D. equivalent.
- Basic computer and software knowledge and the skills required to utilize the software.
- Ability to handle confidential material with discretion.
- Ability to work independently with limited supervision.

ESSENTIAL DUTIES

- Receives the public and acts as information source about recruitments, testing, and activities of the Human Resources Department.
- Types a variety of materials including the more complex forms and reports.
- Types correspondence and documents from copy, rough draft, and verbal instructions.
- Types a wide variety of materials including complex reports and finished copies from rough notes or oral instructions.

- Maintains a variety of complex filing, record keeping and cross-reference systems and manuals.
- Acts as information source regarding special programs, procedures, or operational unit's functions such as employment opportunities, vocational education programs, etc.
- Receives and distributes incoming and outgoing mail.
- Prepares summaries and reports.
- Orders supplies, prepares, and submits monetary claims, billings, purchase orders and requests for reimbursement.
- Maintains records and monitors expenditures.
- May maintain continuing record of budgetary expenditures and transfer funds and/or charges as necessary to maintain positive account balances.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)