

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

OFFICE SPECIALIST

DEFINITION - Under general supervision, to perform a variety of difficult and specialized administrative support work, which requires advanced training and to perform related work as required.

CLASS CHARACTERISTICS Positions assigned to this class are at the advanced level of performance in the administrative support series. Positions are distinguished from the lower level Clerical Assistant by the difficulty level of assigned work, by the independence of action, and by the higher level of skill and understanding required for successful performance.

EXAMPLE OF DUTIES*

- Answer telephone, take message, and transfer calls; answer a variety of questions. E
- Communicate in person and by telephone with site staff, students, faculties, public, and vendors. E
- Enter data in computer terminal/microcomputer using advanced word-processing, desktop publishing, database graphics, and specialized software. E
- Take dictation of correspondence, instructions, and business meetings; transcribe verbatim and/or prepare summaries and minutes (some positions). E
- Keyboard reports, forms, correspondence, lists, labels, statements, envelopes, and similar documents. E
- Understand, interpret, and explain departmental and district policies and procedures, program guidelines, mandates and options to staff, students, and parents. E
- Create and maintain files. E
- Operate office equipment such as photocopier, calculator, computer terminal/ microcomputer and keyboard, typewriter, and related equipment. E
- Open, sort, and distribute mail. E
- Compile reports from records maintained. E.
- Make photocopies of documents, transmit Faxes, stuff envelopes and prepares for mailing. E
- Enter and distribute work orders and purchase requisitions. E
- Post, research, review, and explain budget account activity and maintain balances.
- Schedule meetings, reserve facilities, coordinate registration, schedule transportation, and prepare notification information.

- Review reports, data, account information, correspondence, and bulletins for accuracy.
 - Register students, compile class lists, gather and compile information in the preparation of program-related reports.
 - Maintain confidentiality of privileged information.
 - Coordinate substitute teachers, prepare personnel files, maintain records of substitutes (some positions). E
 - Verify student absences, update attendance information, prepare re-admits, and monitor off-grounds passes (some positions). E
 - Prepare and maintain employee payroll-related time, leaves, absences, data summaries, and reports; research records to comply with court orders (some positions). E
 - Perform related work as required. E
- * **Task statements coded with the “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED

Possession of a valid First Aid and CPR Certificate (some positions); valid Injection Certificate may be required.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is working-level experience performing responsible administrative support using a computer terminal, preferable experience in an educational environment, and completion of coursework in secretarial science, word processing, or a closely related field.

QUALIFICATIONS

Knowledge of:

- Advanced office procedures, including filing systems, record keeping system, business correspondence, and reporting formats and business telephone techniques
- Public relations techniques
- Modern office equipment
- English usage, spelling, grammar, and punctuation
- Business mathematics
- Advanced record keeping

- Advanced word-processing, desktop publishing, and graphics techniques, methods, and software
- Operation of computer terminals, and microcomputers for specialized record keeping using data bases and spread sheets
- Applicable state laws, district policies, procedures, and other regulations governing the program or area of assigned responsibility.

Ability to

- Perform difficult and complex clerical work, involving independent judgment and requiring accuracy and speed
- Operate a microcomputer/computer terminal with efficiency to word process and records process and use a typewriter style keyboard accurately and efficiently (approximate corrected speed of 50 words per minute)
- Take dictation using shorthand or keyboard (at approximate speed of 60 words per minute), and transcribe accurately (some positions)
- Make clear and comprehensive reports and keep difficult records independently
- Understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others
- Analyze situations and develop effective courses of action
- Devise and adapt work procedure and record keeping systems
- Communicate effectively, both orally and in writing, displaying tact, patience, and judgement
- Proofread for and correct spelling, grammatical and punctuation errors
- Work under stress of deadlines
- Adjust to changes in work load, assignments, priorities, and policies
- Retain and recall information
- Maintain confidentiality of sensitive or privileged information
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>View a computer screen for prolonged periods</p>	<p>To perform tasks such as to:</p> <p>Read and prepare correspondence</p> <p>Perform data entry and compose correspondence</p>
<p>Hearing : (which can be corrected)</p> <p>Understand speech over a telephone</p>	<p>To perform tasks such as to:</p> <p>Answer telephones, take messages, and schedule meetings</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood over a telephone</p> <p>Speak with a level of proficiency and volume to be understood</p>	<p>To perform tasks such as to:</p> <p>Answer telephones, take messages, and schedule meetings</p> <p>Communicate with staff, sites, public, and vendors</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small object, manipulate fingers, twist and bend hands at wrist and elbow.</p> <p>Extend arms to reach outward and upward.</p> <p>Use hands and arms to lift objects.</p> <p>Turn, raise, and lower head.</p>	<p>To perform tasks such as to:</p> <p>Perform data entry reach</p> <p>Reach for reference materials</p> <p>File and retrieve records</p> <p>Look from computer screen to desk top</p>
<p>Lower Body Mobility:</p> <p>Sit for prolonged periods of 2 hours</p>	<p>To perform tasks such as to:</p> <p>Compose correspondence and perform data entry</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 5 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Pick up reference books, binders, and reports</p>

<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Respond to telephone calls and answer questions from vendors, staff, and public</p> <p>Perform all duties with limited supervision</p> <p>Work effectively with staff, students, and parents</p> <p>Perform all duties in an office setting</p>
<p>Mental Requirement:</p> <p>Read, write, understand interpret, and apply moderately complex information</p> <p>Math skills at high school level</p> <p>Comparing</p> <p>Compiling</p> <p>Coordinating</p> <p>Judgment</p> <p>Learn quickly and follow written/verbal procedures and standards</p> <p>Place information in order of importance</p> <p>Listen</p> <p>Write/compose at a moderate level</p>	<p>To perform tasks such as to:</p> <p>Explain district and department policies; use advanced application software</p> <p>Maintain payroll and account records</p> <p>Review reports for accuracy</p> <p>Gather data and prepare reports</p> <p>Schedule meeting, reserve facilities, and schedule transportation</p> <p>Maintain confidentiality of privileged information</p> <p>Perform all duties without constant monitoring</p> <p>Accomplish duties in a timely and organized manner</p> <p>Understand concerns of students, staff, and parents</p> <p>Compile reports and correspondence</p>

Other Conditions of Continued Employment:

- Speak English as at a conversational level
- Demonstrate fluency and literacy in English
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Adopted: 10/26/95
Pr K. Hall 6/12/02