

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

September 2007

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Office Generalist (Class II)	<b>Department:</b> Varies
<b>Immediate Supervisor's Position Title:</b> Varies	<b>FLSA Status</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-2	<b>Bargaining Unit:</b> Office Employee Association
<b>Distinguishing Characteristics of the Classification:</b> <p>This classification represents the first level of a three level secretarial/clerical occupational classification series. The Office Generalist classification encompasses positions that are generally entry level in nature and where the job duties and responsibilities are of a primarily clerical nature; do not require specialized training or schooling prior to gaining into the position; or where knowledge concerning district office routines, operations and procedures can be acquired on-the-job. Decision-making requirements of positions assigned to this classification tend to be defined where the tasks are structured in such a manner that they limit the extent of independent judgment and discretion required to perform the requirements of the work. Positions assigned to the classification of Office Generalist differ from that of Office Specialist in that the Office Specialist is required to perform specific tasks that generally require some discretion, judgment and previous knowledge and/or experience in district office operations, building/department/division programs and administrative support requirements. This classification series differs from that of the Accounting Technician occupational series in that the majority of the job involves more office and administrative support functions as compared to accounting and bookkeeping functions.</p>	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	15	Performs general receptionist functions that are "core duties" of any clerical/secretarial classification.
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Answering building/department phone(s)/lines and routing calls to the appropriate department(s)/person(s) after determining the nature of the call.</li> <li>• Screens visitors/students/public coming into the office providing assistance with routine questions or directing visitors to appropriate parties. Checks ID's and assures persons in the building adhere to building/district rules and procedures.</li> <li>• Assisting students coming into the office with routine questions, preparing admit slips, or other related duties to assist office visitors.</li> <li>• Takes messages, schedules appointments with staff.</li> </ul>		
<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	30	Performs "core" clerical and secretarial functions that are characteristic and shared by any position within the classification series. Examples of "core duties performed in this classification level might include:

**Tasks involved in fulfilling above duty/responsibility:**

- Typing routine correspondence, letters, forms, or materials provided by staff in draft form.
- Files forms, correspondence, lesson plans, letters, and/or documents in accordance with established office routines.
- Enters data into department files and records either hard copy of data files/records in District computer files/records (i.e. attendance, discipline, employee absences, class lists, classes schedules, etc.)
- Copies and duplicates materials requested.
- Assists in preparing and assembling materials for newsletters, brochures, or department correspondence.
- Assists other clerical/secretarial staff by providing them support in accomplishing their job duties in times of peak demand or to meet work priorities.
- Inputs student information and registration information.
- Sorts and distributes incoming and outgoing mail.
- Monitors and makes assignments to student office aides.
- Assigns lockers and maintains spreadsheets documenting combinations and locker information.
- Collects annual order forms for teacher/staff supplies and submits forms to District.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Performs clerical and record keeping functions that involve significant detail, attention to accuracy and precision in performing the tasks in the prescribed manner required.
<b>Percent of Time:</b>	25	

**Tasks involved in fulfilling above duty/responsibility:**

- Serves as an attendance clerk entering, tracking and updating student attendance records on student records database/application.
- Tracks, records and summarizes all student truancies, suspensions, bus infractions, teacher absences or other data required for building reports, district or state reports.
- Organizes, tracks and maintains all purchase orders/files for the school or program assigned.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Assists in processing student registration of new students, open registration, and maintenance of class scheduling activities. Processes student report cards and student permanent records
<b>Percent of Time:</b>	10	

**Tasks involved in fulfilling above duty/responsibility:**

- Checks in and processes student cum folders and permanent records.
- Enters and updates all student information.
- Place students in classrooms on the Skyward Systems upon the Principal establishing classrooms and instructional personnel and runs class lists for teacher and office use.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Tracks employee absences. Assists in locating substitutes to replace teachers and paraprofessional. Prepares and submits reports to the district to inform them of substitute hours and employee absences.
<b>Percent of Time:</b>	10	

**Tasks involved in fulfilling above duty/responsibility:**

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Performs routine accounting and bookkeeping responsibilities in the office of assignment.
<b>Percent of Time:</b>	10	

**Tasks involved in fulfilling above duty/responsibility:**

- Processes department purchase orders.
- Collects, codes, and enters data for third party billing purposes.
- Kindergarten tuition tracking.

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>		Performs other comparable duties of a like or similar nature as assigned.
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	<b>Major field of study or degree emphasis:</b>		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of general office procedures and practices.</li> <li>• Knowledge and skilled in office etiquette and customer service procedures and routines.</li> <li>• Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.</li> <li>• Fundamentals of computer operation and use.</li> <li>• Familiarity with general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.)</li> </ul>		
	2nd year graduate level			
	Doctorate level			

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>	
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 6 months general office experience.	
<b>Required Supervisory Experience:</b> None required.	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> None required.

<b>ESSENTIAL SKILLS</b>	<b>Skilled in:</b>
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<b>REQUIRED TO PERFORM THE WORK</b>	<ul style="list-style-type: none"> <li>• Applying word processing applications, spreadsheet applications and database applications</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction</li> <li>• Implementing and maintaining departmental records, files, or lists</li> <li>• Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance to the public.</li> <li>• Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.</li> <li>• Learning specialized district software applications used in the maintenance of department/building files and records.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		

INDIRECT SUPERVISION:	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed under normal classroom or office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>		X		
<b>Walk</b>		X		
<b>Sit</b>				X
<b>Use hands dexterously (use fingers to handle, feel)</b>				X
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>		X		

<b>Physical (Lift &amp; carry): up to 10 pounds</b>		X		
<b>up to 25 pounds</b>	X			
<b>up to 50 pounds</b>	X			
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared by BCC 01/04.