

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

September 2007

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Office Specialist (Class III)	<b>Department:</b> Varies
<b>Immediate Supervisor's Position Title:</b> Varies	<b>FLSA Status</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> <b>B-2-4</b>	<b>Bargaining Unit:</b> Office Employee Association
<b>Distinguishing Characteristics of the Classification:</b>  <p>This classification represents the second level of a three level secretarial/clerical occupational classification series. The Office Specialist classification encompasses positions that typically provide specialized clerical, secretarial and administrative support for a unit, department, or specific functional area within the district. Duties and responsibilities are similar to all other clerical and secretarial positions in the district in that classification shares many of the same "core set of duties" common to the occupational series, as a whole. While the classification performs many clerical duties and functions similar to that of Office Generalist, the classification requires knowledge, experience and/or training in district procedures, functions and routines acquired within the district or through related experience in the application of district/department/program routines and procedures that require some judgment, discretion and organizational skills. The classification of Office Specialist differs from that of Administrative Support Assistant in that the breadth, expectations, and general complexity of the work is somewhat greater for the Administrative Support Assistant. 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>	5	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.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Performs “core” clerical functions that are characteristic and shared by any position within the classification series, as a whole. <u>Examples</u> of “core duties performed in this classification level might include:
<b>Percent of Time:</b>	40	

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

- Provides clerical support for the department/unit/program and its staff by word processing correspondence, letters, forms, handbooks, payroll forms, event programs, tournament notices, meeting notices, minutes, agendas, brochures, flyers or other materials.
- Maintains, records, and updates program/unit/department files and records such as various rosters; vendor lists; student records; student test scores; fixed asset lists and inventory records; staff security codes and key assignments; software licenses and files; food production and inventory records; student eligibility records/files; team and student awards.
- Assists in performing registration functions.
- Prepares, assembles and assures all program/department mailings are handled timely and appropriately including the distribution of newsletters, schedules, calendars, advertising, announcements, brochures, registration materials, flyers, mailing of student records/grades/reports, parent notices, meeting announcements or other mailings.
- Sets up appointments and meeting times between staff and parents, college recruiters and the like.
- Generates and prints student grade and report cards.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Provides administrative and secretarial support duties for assigned program areas. Performs a variety of illustrative duties as noted below:
<b>Percent of Time:</b>	25	

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

- Makes arrangements for commodity purchases/shipments and transfer of food inventory between buildings.
- Makes transportation arrangements for field trips, programs or athletic events.
- Organizes, maintains and coordinates the updating of student records for assigned program/area.
- Assists in the design, assembly, layout, and format of brochures, newsletters, flyers or other materials.
- Organizes and makes arrangements for senior recognition scholarship day, annual athletic banquet/fine art awards programs and other events.
- Invoices and bills district offices or programs for catering or other program services.
- Assign event workers.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Tracks and monitors the line item budgets in assigned areas of responsibility.
<b>Percent of Time:</b>	15	

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

- Coordinates the purchasing of office supplies, books, equipment, phones, and other materials.
- Obtains quotes and bids in accordance with district procedures to obtain the best prices.
- Monitors revenues and expenditures in areas of responsibility.
- Invoices and bills district offices or programs for catering or other program services.
- Codes all purchases and submits materials to district office.
- Processes account payables, accounts receivables by gaining approval of invoices, reconciling accounts with vendors, tracking and disbursing petty cash funds, reconciling bus charges, and reconciling bank accounts/statements for assigned program area.
- Assists in distributing, selling, collecting, receipting and reconciling of fees, ticket and concession stand monies, sport passes, donations, and monies collected and prepares deposit slips to district office.

Duty/Responsibility No:	5	Statement of duty/responsibility: Compiles, assembles and submits data, production and food reports, student information reports, grade reports, activity/participation reports, or other summary statistical reports required by the district or state pertaining to program activities and functions.
Percent of Time:	10	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	6	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		

### 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> <li>• District policies and procedures.</li> <li>• General office equipment, e.g., copiers, facsimiles and phones</li> <li>• Basic mathematics and bookkeeping.</li> <li>• Phone etiquette and customer relations.</li> <li>• Knowledge of student accounting, informational systems and specialized programs used in recording and maintaining student information and records.</li> </ul>		
	p2nd 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 3 or more years of office experience and secretarial experience.	
<b>Required Supervisory Experience:</b>	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b>
	<ul style="list-style-type: none"> <li>• Applying and using word processing applications, spreadsheet applications and database applications.</li> <li>• Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.</li> <li>• Organizing, planning and making arrangements for conferences, conferences, training sessions, staff meetings and the like.</li> <li>• Implementing district operations pertaining to the preparation of purchase orders, the ordering of instructional materials, supplies and office equipment.</li> <li>• Maintaining, tracking and monitoring program budgets and accounting records including the reconciliation of checkbooks and bank statements.</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, judgment and discretion in provide and dealing with the staff, public and district personnel.</li> <li>• Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.</li> <li>• Applying specialized district software applications used in the maintenance of department/building files and records.</li> </ul>

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<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
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<b>Physical requirements associated with the position can be best summarized as follows:</b>  <b>Sedentary Work:</b> 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.

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**Department Head's Signature**

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**Date**

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**Human Resource's Signature**

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**Date**

**Classification History:**

Prepared by BCC 01/04.