

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit D
Class Codes

OFFICE TECHNICIAN	2828
OFFICE TECHNICIAN (RESTRICTED)	2846
OFFICE TECHNICIAN (KOREAN LANGUAGE)	2830
OFFICE TECHNICIAN (CANTONESE LANGUAGE)	2831

DEFINITION

Under immediate supervision, performs a variety of clerical duties of a routine and recurring nature.

TYPICAL DUTIES

- Prepares a variety of letters, memos, forms, reports, arithmetical summaries, and other material, typically using computer software.
- Compiles, interprets, and codes data from various sources; enters data utilizing computer systems and programs for functions such as procurement, finance, student attendance, and personnel; and prepares related reports.
- Checks forms and records for completeness and accuracy.
- Maintains files, records, and other information.
- Responds to employee/public inquiries by telephone and in person to provide or request information.
- Orders, receives, and distributes office supplies.
- Receives, sorts, and distributes incoming and outgoing correspondence.
- Operates a variety of office equipment, e.g., computers, printers, copiers, calculators, typewriters, microfilm machines, facsimile machines, etc.
- Reports software and hardware problems to the ITD Helpdesk.
- May prepare, modify, and update simple spreadsheets.
- May assist in preparing employee time reports and maintaining routine bookkeeping and payroll records.
- May orient and train new employees and/or student workers in office procedures.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Office Technician performs a variety of clerical duties ranging from entry level to those requiring the exercise of judgment based on training and experience. An Office Technician (Restricted) is hired in accordance with the provisions of Education Code Section 45259. An Office Technician (Korean Language) performs the same duties as an Office Technician in a position that requires fluency in Korean. An Office Technician (Cantonese Language) performs the same duties as an Office Technician in a position that requires fluency in Cantonese.

A Senior Office Technician performs a variety of moderately to highly complex clerical duties that require strong independence of judgment and action. The duties typically require extensive contacts with others and responsibility for specific functions of an office and may include manipulating spreadsheets and providing work direction of a small group of personnel.

SUPERVISION

General supervision is received from a higher-level employee. Work direction may be exercised over student workers.

CLASS QUALIFICATIONS

Knowledge of:

- English composition
- Basic arithmetic
- Office practices and procedures
- Operation of various office machines
- Microsoft Word
- Web browsing techniques
- Appropriate techniques used in providing information in person and on the telephone

Ability to:

- Understand, interpret, and apply pertinent laws, rules, regulations, and procedures
- Write legibly
- Organize files and keep accurate records
- Work effectively with employees, students, and the public
- Use a personal computer to input, edit, extract, and format data and information
- Produce, retrieve, and store word-processing and email documents
- Communicate effectively orally and in writing
- Type rapidly and accurately using a computer keyboard

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. An Associate of Arts degree from a recognized two year college or 60 semester or equivalent quarter units from an recognized college or university is preferred. Courses in office practices and procedures, business arithmetic, and business English are preferred.

Special:

All employees are subject to fingerprinting and a review of conviction records. Appointment to a position in the School Police Department, Early Education Centers, and the Certificated/Classified Employee Processing Unit is subject to additional fingerprinting, a more extensive review of conviction records, and/or a background investigation.

SPECIAL NOTE

Completion of District sponsored training in the Payroll, Human Resources, Finance, and Student Information Systems should be completed by the end of the probationary period.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
02-27-13
SJ