

**SONORA UNION HIGH SCHOOL DISTRICT
SENIOR OFFICE SPECIALIST**

DEFINITION:

Performs specialized technical record keeping work in a school or administrative office and operates a student service program.

CLASS CHARACTERISTICS:

Positions in this class perform specialized technical record preparation work involving responsibility for a set of records which are of major importance to the District. Incumbents are expected to resolve most problems confronted through the application of judgment and precedent, referring only those which involve the establishment of new procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs specialized technical record keeping work for a major records system.
- Operates a technical student service program.
- Plans and schedules work to meet deadlines and interface with schedules of other units.
- Analyzes record keeping and reporting requirements and designs automated and manual data collection, storage and reporting systems, forms and reporting formats.
- Inputs, deletes, extracts and summarizes data from automated and manual records.
- Communicates with staff, students, parents and school officials regarding the records maintained, giving, receiving, and evaluating information in accordance with policy and legal requirements.
- Sets up and maintains student book locker system.
- Prepares enrollment letters for welfare and social security and Military Services on graduation status.
- Maintains comprehensive school-wide attendance accounting records.
- Registers students and sets up and maintains permanent records of each student.
- Obtains and evaluates transcripts from other schools, computes grade point averages, assigns class rank and verifies that graduation requirements have been met.
- Prepares records and transcripts for students who withdraw from the school.

LICENSE REQUIRED:

- Valid California Drivers License
- CPR/First Aid Certificate may be required for specific positions

GENERAL QUALIFICATIONS:

Knowledge of:

- Advanced office procedures, including filing systems, record keeping systems, business correspondence, reporting formats and telephone techniques.
- Modern office equipment and procedures including advanced record keeping.
- English usage, spelling, grammar and punctuation.
 - Operation of computers for record keeping.

Ability to:

- Perform difficult, specialized technical record keeping or student service work.
- Design record keeping and reporting systems involving large volumes of interrelated data.
- Communicate effectively, both orally and in writing, displaying tact, patience and judgment.
- Proofread for and correct spelling, grammatical and punctuation errors.
- Work under stress of deadlines.
- Adjust to changes in work load, assignments, priorities and policies.
- Collect, compile, classify, compare and analyze information from various sources.
- Read, understand, interpret and apply policies, procedures, rules, and regulations.
- Keyboard text from clear copy at a net corrected speed of 50 words per minute.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Establish and maintain working relationships with students, staff, subordinates, and supervisory employees.
- Perform duties with awareness of all District requirements and Board policies.

TRAINING AND EXPERIENCE:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position such as:

- Responsibility for a major record keeping and reporting system involving the applicant in system design, the effective use of office automation and extensive use of judgment in the evaluation of data.
- Completion of formal or informal training in office automation or a closely related field.
- Experience at or equivalent to the level of Office Specialist in the Sonora Union High School District.
- Minimum of two years college or equivalent.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical Demands:

- Positions in this class perform work which is primarily sedentary.
- Ability to stand for 3-4 hour durations may be required.
- Lifting, pushing and/or pulling normally does not exceed 25 pounds.
- Mobility to stand, stoop, reach and bend.
- Vision (which may be corrected) to read small print.

Other Conditions:

- May be required to work at a video display terminal for prolonged periods.
- Consistent and regular attendance is essential.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.