

Position Description

TITLE:	Office Specialist-Information	FLSA STATUS:	Non-Exempt
DEPARTMENT:	District Office	GRADE:	9

SUMMARY: Under basic supervision, provides and disseminates information to the public and staff; provides clerical support to aid in the efficient operation of the District Office.

PRIMARY DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Greets visitors, ensures all phone calls and inquiries are addressed, and directs them to the appropriate source.
- Assists in the management of District websites, social media and messaging systems. Submits updates for District, department and/or individual school websites.
- Coordinates use of facility requests from public. Maintains a calendar of facility use by all groups.
- Coordinates use of District Office meeting rooms. Maintains a calendar of scheduled use by all groups. Ensures meeting rooms are prepared and equipped for scheduled use.
- Coordinates the assembly and maintenance of a District Procedure Manual. Assists in maintaining District historical records.
- Submits work orders and monitors progress to ensure they are completed. Serves as key operator for office equipment.
- Creates and maintains electronic and manual filing systems, prepares, maintains, and proofreads documents, and provides clerical support to District Office departments, as needed.
- Completes other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent; **AND** two (2) years of office or clerical experience; **OR** an equivalent combination of education, training, and experience.

Required Knowledge of:

- Standard clerical and office procedures and operations.
- Telephone etiquette.
- Google platform, websites and social media
- Practices methods involved in providing quality customer service.
- District, School Board and Department policies and procedures.

Required Skills in:

- Maintaining filing systems.
- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.
- Operating a personal computer utilizing standard software such as Microsoft Office, google platform and some specialized software; functioning standard office equipment.

Physical Demands/Work Environment:

- Work is performed in a standard office environment.