

CLASSIFICATION DESCRIPTION
Office Support Specialist, Intermediate

<u>Title of Immediate Supervisor:</u>	<u>Department:</u>	<u>FLSA Status:</u>
Principal/Varies	Varies	Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u>
		DFT/Clerical Local 692, Exhibit A, Salary Schedule Level D

GENERAL SUMMARY OR PURPOSE OF JOB:
Under limited supervision, provides office support involving a wide range of work activities within an assigned work area. Work responsibilities may be within a large department or a specialized office or school. The incumbent receives only limited work instructions and operates with a significant degree of discretion.
This designation is the second level within the Office Support Specialist job classification series. The nature and difficulty of work performed at this level is greater than that of the entry Office Support Specialist designation and involves a greater diversity of work activities. The work complexity requires substantial judgment and analytical ability. Work projects may be accomplished by obtaining the assistance of other support staff.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Performs a wide variety of staff support activities; types correspondence, letters, reports, forms, requisitions or other materials; performs copying and faxing; distributes, files and records information; codes, posts and performs data entry in various records and files.	20%
2.	Serves as a liaison or information contact with students, parents and other organizations or officials; receives and responds to various questions and requests for information; alerts staff of issues or concerns requiring their action.	15%
3.	Performs various bookkeeping functions; reconciles and maintains the school checkbook; records and tracks budget activities; prepares requisitions.	15%
4.	Performs payroll processing; verifies time sheet entries.	15%
5.	Enrolls students; assigns schedules; performs various data entry.	15%
6.	Provides substitute teachers with materials, forms and administrative direction as needed.	15%
7.	Performs related work as assigned.	5%

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)
High School diploma or equivalent and two years of previous experience in broad staff support.

Certification or Licensing Requirements: (prior to job entry)
None

Knowledge Requirements: (Requires knowledge of)

- District policies, regulations, procedures and processes.
- Applicable state and federal rules, regulations, policies and procedures.
- Customer service principles and practices.
- Modern office methods, practices and procedures.
- Advanced personal computer operations and various software applications.
- Complex record keeping and filing methods and practices.
- Bookkeeping and payroll principles, practices and procedures.

Skill Requirements: (Skilled in)

- Organizing and prioritizing work.
- Communications, both oral and in writing.
- Maintaining confidentiality with sensitive information, issues and situations.
- Operating various office equipment.
- Implementing and maintaining complex office files and records.
- Applying and administering various district operating policies and procedures.
- Utilizing effective judgment and protocol in handling sensitive situations and conflicts within established policies and procedures.

Physical Requirements: (Indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	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 and hear				x
Taste and smell	x			
Lift & Carry:				
Up to 10 lbs.			x	
Up to 25 lbs.		x		
Up to 50 lbs.	x			
Up to 100 lbs.	x			
More than 100 lbs.	x			

General Environmental Conditions:

General Physical Conditions:

Work can be generally characterized as:

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.

CLASSIFICATION DESCRIPTION
Office Support Specialist, Intermediate

Vision Requirements: (Check box if relevant)		Yes	No
No special vision requirements		x	
Close Vision (20 in. of less)			
Distance Vision (20 ft. of more)			
Color Vision			
Depth Perception			
Peripheral Vision			

Job Classification History:

Description revised by Laumeyer Human Resource Solutions May 2011.