

PARK CITY SCHOOL DISTRICT
JOB DESCRIPTION
SCHOOL OFFICE SUPPORT SPECIALIST

DEFINITION:

Under the direction of the Principal or administrator, perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a functional area at a school site or district; prepare and maintain a variety of manual and automated records and reports related to assigned activities; assure smooth and efficient office operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a functional area at a district or school site such as attendance or guidance; assure smooth and efficient office operations.
- Compose correspondence independently or from oral instructions; type letters, reports, memoranda, forms, contracts, records, requisitions, flyers, programs, handbooks, certificates, and other materials from straight copy, rough drafts or oral instructions; proofread and verify accuracy of documents.
- Input a wide variety of information into computerized student information system; create queries and generate a variety of reports, labels, and lists such as class schedules, class rank, student demographics, and grade verification; assure the timely distribution and receipt of a variety of records and reports.
- Compile information and prepare and maintain a variety of records, logs, and reports related to student information, attendance, and assigned activities; establish and maintain filing systems; process a variety of forms and applications; duplicate materials as needed.
- Initiate and receive telephone calls; screen and route calls; take and relay messages; explain school policies and procedures; resolve issues as appropriate; receive, route and distribute mail.
- Greet and assist students, faculty, staff, parents, and others; schedule and coordinate meetings, appointments, and conferences as needed; maintain master calendar of events as assigned.
- Participate in student registration activities as required; assure proper completion of required forms and applications; enroll, withdraw, and drop students as appropriate; maintain related records and process paperwork.
- Communicate with students, parents, personnel, and outside agencies to exchange information, coordinate activities, and resolve issues or concerns related to office activities and assigned duties.
- Operate a variety of office equipment including a calculator, computer and assigned software.
- Order, receive, and maintain inventory of office supplies, materials, and equipment.
- Participate in a variety of school office activities, such as preparing student identification cards, assisting with athletic programs, and standardized testing as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three (3) years of increasingly responsible secretarial experience involving public contact.

Licenses and other Requirements:

- Criminal Justice Fingerprint and Background Clearance.
- Valid First Aid and CPR Certificate issued by an authorized agency

Knowledge of:

- School office terminology, practices, and procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Business letter and report writing techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software

Ability to:

- Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a functional area at the district or school site.
- Prepare and maintain a variety of manual and automated records and reports related to assigned activities.
- Assure smooth and efficient office operations.
- Learn, interpret, apply, and explain laws, codes, rules, and regulations related to assigned activities.
- Determine appropriate action within clearly defined guidelines.
- Answer telephones and greet the public courteously.
- Compose correspondence and written materials independently or from oral instructions.
- Work independently with little direction.
- Meet schedules and time lines.
- Compile, assemble, verify, and prepare data for records and reports.
- Complete work with many interruptions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

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

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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