



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Office Technician - Elementary School		Office Technician (Typing)	
BRANCH			
Instruction, Measurement & Administration Branch			
DIVISION		OFFICE	
State Special Schools and Services Division		Elementary	
CBID	WWG	PCN	POSITION NUMBER
R04	2		205-101-1139-801
PROBATIONARY PERIOD		TENURE	SPECIFIC LOCATION
6 Months		Permanent	California School for the Deaf, Riverside
TIME BASE		BILINGUAL POSITION	
Full-Time		Yes	
TELEWORK OPTION		SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office		No	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the direction of the Elementary Principal, the Office Technician performs a variety of clerical, administrative, and student service functions in support of the instructional and operational programs of the California School for the Deaf. This position supports internal and external stakeholders including students, parents/guardians, staff, contracted services, and visitors, and requires proficiency in American Sign Language.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Principal

SUPERVISORY RESPONSIBILITIES

Supervision of students as requested.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

May be required to work extended hours or occasional evenings to support school programs, events, or deadlines. May require coordination with multiple campus buildings; occasional walking between instructional and administrative areas. Ability to lift, move, or carry materials, files, office supplies, or small equipment up to 25 lbs.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50%	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<p>Duties Performed</p> <p>Administrative & Clerical Operations</p> <p>Prepare, type, format, and edit correspondence, reports, agendas, forms, and official documents.</p> <p>Maintain and organize confidential files, departmental records, logs, and databases (electronic and hard copy).</p> <p>Screen and route phone calls, email, and in-person inquiries; provide routine information regarding school procedures and services.</p> <p>Sort, distribute, and process incoming and outgoing mail and packages.</p> <p>Maintain office calendars; schedule meetings, appointments, trainings, and room reservations.</p>		

Relative % of Time Required: 25%	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<p>Duties Performed</p> <p>Data Management & Purchasing Support</p> <p>Enter, update, and maintain attendance in school databases, and departmental systems.</p> <p>Assist with preparing and tracking purchase requests, requisitions, and purchase orders in accordance with state procurement procedures.</p> <p>Track departmental resource usage, expenditures, and supply needs; prepare basic reports as requested.</p> <p>Maintain inventory of office supplies and initiate orders; log distribution of materials, equipment, and property.</p>		

Relative % of Time Required: 15%	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<p>Duties Performed</p> <p>Relay information regarding programs, schedules, events, policies, and procedures.</p> <p>Coordinate communication across department and external agencies to support student services and school operations.</p> <p>Prepare and distribute notices, certificates, announcements, and informational materials.</p> <p>Represent the department office as a communication point for the Elementary Department.</p>		

Relative % of Time Required:	10%	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed			
Support planning and execution of school activities, special events, and seasonal projects. Participation in emergency drills or safety procedures as part of campus-wide operations. Provide support for substitute coordination, athletics, instructional programs, or other assigned units. Assist with community outreach and family engagement materials as directed. Perform other clerical duties as assigned to support the mission and operations of the California School for the Deaf.			
Relative % of Time Required:		<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed			
Relative % of Time Required:		<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed			

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Knowledge of office practices, filing systems, business correspondence, and clerical procedures.

Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint) and office equipment.

Type 40 wpm.

Strong organization, time management, and accuracy in work output.

Effective bilingual communication in ASL and English with diverse stakeholders.

Ability to maintain confidentiality in compliance with FERPA and state regulations.

PERSONAL CONTACTS

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EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE uploaded

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor