



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	SPECIFIC LOCATION	
R04	2		205-101-1139-801	California School for the Deaf, Riverside	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
6 Months		Permanent		Full-Time	Yes
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
In-Office		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
<p>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.</p>					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>					
SUPERVISION BY					
Principal					
SUPERVISORY RESPONSIBILITIES					
Supervision of students as requested.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
<p>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.</p>					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50%

☒ Essential Function☐ Non-Essential Function**Duties Performed****Administrative & Clerical Operations**

Prepare, type, format, and edit correspondence, reports, agendas, forms, and official documents.

Maintain and organize confidential files, departmental records, logs, and databases (electronic and hard copy).

Screen and route phone calls, email, and in-person inquiries; provide routine information regarding school procedures and services.

Sort, distribute, and process incoming and outgoing mail and packages.

Maintain office calendars; schedule meetings, appointments, trainings, and room reservations.

Relative % of Time Required: 25%

☒ Essential Function☐ Non-Essential Function**Duties Performed****Data Management & Purchasing Support**

Enter, update, and maintain attendance in school databases, and departmental systems.

Assist with preparing and tracking purchase requests, requisitions, and purchase orders in accordance with state procurement procedures.

Track departmental resource usage, expenditures, and supply needs; prepare basic reports as requested.

Maintain inventory of office supplies and initiate orders; log distribution of materials, equipment, and property.

Relative % of Time Required: 15%

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Relay information regarding programs, schedules, events, policies, and procedures.

Coordinate communication across department and external agencies to support student services and school operations.

Prepare and distribute notices, certificates, announcements, and informational materials.

Represent the department office as a communication point for the Elementary Department.

Relative % of Time Required: <input style="width: 80%;" type="text" value="10%"/>	<input checked="" type="checkbox"/> Essential Function <input type="checkbox"/> Non-Essential Function
Duties Performed	
<div style="border: 1px solid black; min-height: 200px; margin-bottom: 10px;"><p>Support planning and execution of school activities, special events, and seasonal projects.</p><p>Participation in emergency drills or safety procedures as part of campus-wide operations.</p><p>Provide support for substitute coordination, athletics, instructional programs, or other assigned units.</p><p>Assist with community outreach and family engagement materials as directed.</p><p>Perform other clerical duties as assigned to support the mission and operations of the California School for the Deaf.</p></div>	

Relative % of Time Required: <input style="width: 80%;" type="text"/>	<input type="checkbox"/> Essential Function <input type="checkbox"/> Non-Essential Function
Duties Performed	
<div style="border: 1px solid black; min-height: 200px;"></div>	

Relative % of Time Required: <input style="width: 80%;" type="text"/>	<input type="checkbox"/> Essential Function <input type="checkbox"/> Non-Essential Function
Duties Performed	
<div style="border: 1px solid black; min-height: 200px;"></div>	

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**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