

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Office Technician I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Office Technician	FLSA:	Non-Exempt
JOB CLASS CODE:	1545	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 39 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	03-15-99
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine, diverse clerical duties in support of an assigned department or school; prepare and maintain logs, files, and records; review and verify the accuracy and completeness of various documents.

DISTINGUISHING CHARACTERISTICS:

Office Technician I incumbents are assigned routine, diverse clerical duties and work under supervision. Office Technician II incumbents perform routine, complex clerical support duties involving independent judgment in the interpretation and application of broadly defined policies and procedures. Office Technician III incumbents perform diverse, complex clerical duties involving independent judgment and action within a specific office functional area or provide sole clerical support for an assigned area or program.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principles of the position.)

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications. **E**

Perform related duties as assigned.

