



ADMINISTRATIVE TECHNICIAN

FC: CA190, CF190
PG: OT-SEIU, NR

PC: 036
BU: 02, 09 (SEIU, NR)
Created: January 1999
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs comprehensive administrative and/or technical functions and provides responsible office assistance in support of administrative and business functions; performs related work as assigned.

CLASS CHARACTERISTICS

This class is a bridge between the clerical support classes and the professional class series in the subject department. While the primary work is administrative/clerical in nature, positions in this class require substantial administrative expertise and apply extensive knowledge of District policies and procedures or para-professional knowledge of the principles and practices of a technical or professional field. Additionally, incumbents assist and support the professional staff with assignments and projects on a regular basis and resolve problems which have a significant impact on the overall goals and activities of the department.

REPORTS TO

This position may report to various professional level titles.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assists staff in a variety of professional and administrative duties.
2. Provides independent administrative work to support the business operations.
3. Provides recommendations based on significant knowledge of the department's professional objectives and activities.
4. Confers with user departments for request or provision of services.
5. Processes appropriate paperwork/forms related to services.

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6. Uses specialized knowledge to independently respond to inquiries received from vendors, customers and other department personnel.
7. Monitors office processes/activities; processes personnel and payroll transactions requiring qualitative or technical review; prepares written and statistical reports as requested.
8. Organizes and maintains various files; types correspondence, reports and forms from drafts, notes or briefs.
9. Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.
10. Inputs information into an on-line computer system; operates standard office equipment.
11. May direct the work of clerical support staff on a project or day-to-day basis.

QUALIFICATIONS

Knowledge of:

Principles and practices of administrative/clerical support for the day-to-day operations of a function or department.

Office management practices and procedures including the operation of standard office equipment.

Correct English usage, including spelling, grammar, and punctuation.

Basic business data processing principles and the use of on-line computer equipment.

Skill in:

Preparing clear and concise written reports and correspondence.

Researching and summarizing various materials.

Reading and interpreting rules, policies and procedures.

Composing routine correspondence from brief instructions.

Using initiative and sound independent judgment within established guidelines. Establishing and maintaining effective working relationships with those contacted in the course of the work.

Operating standard office equipment including a word processor and an on-line computer system.

Typing accurately at a rate of 50 words per minute from printed copy.

Making accurate arithmetical calculations.

Maintaining accurate records and files.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

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Experience:

Four (4) years of clerical/administrative or office assistance experience which will have provided familiarity with subject departments concepts and terminology.

WORKING CONDITIONS

Environment Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.