

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: ADMINISTRATIVE TECHNICIAN

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SALARY LEVEL:	Confidential/240 Days	DIVISION:	Confidential
DEPARTMENT:	Business Services	LOCATION:	District Office
REPORTS TO	Assistant Superintendent (CBO)		
APPROVED BY:	Board of Trustees	DATE:	6/22/22

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**BASIC FUNCTIONS:** Under the direction of the Assistant Superintendent (CBO), coordinates the online employee absence reporting system; maintains the district fixed asset inventory system; schedules employment interviews and prepares interview packets; processes developer fees; performs receptionist duties for District Office; and types and prepares correspondence and complex reports which relate to general operations of the district.

**REPRESENTATIVE DUTIES:**

- Coordinates and maintains the online employee absence reporting system.
  - Maintain daily communication with school sites.
  - Verify and process daily employee leaves and attendance and make necessary adjustments.
  - Verify accuracy of substitute hours for payroll.
  - Calculate monthly vacation accruals and year-end rollover balances.
  - Calculate leave adjustments and annual vacation and comp time payouts.
  - Verify teacher comp time earned on a weekly basis.
  - Assist employees with use of the online system.
- Maintains the fixed asset inventory system.
  - Enters new purchases and disposes of obsolete equipment.
  - Performs semi-annual scanning of all fixed assets district-wide.
  - Reconciles current year fixed asset activity with the General Ledger.
- Schedules employment interviews and prepares interview packets.
- Processes developer fee payments.
- Requests and maintains Certificates of Liability.
- Maintains current insurance verifications of vehicles.
- Processes Student Accident/Incident Reports
- Acts as primary receptionist for District Office by greeting the public, answering the phone, and processing mail.
- Assists the Assistant Superintendent (CBO) by typing and preparing correspondence, reports and documents that that relate to the general operations of the district.
- Maintains related files and records.
- Performs related work as required.

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**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office software, equipment, practices and procedures.
- Typing, filing, and record keeping.

**Ability to:**

- Communicate effectively both orally and in writing, in an open, friendly, business-like manner, with general public and District personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Take accurate and complete messages.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Write routine correspondence.
- Proofread documents.
- Work on variety of tasks simultaneously with frequent interruption and without close supervision.
- Maintain highest degree of confidentiality regarding sensitive information.
- Utilize computer and software for a wide variety of applications.
- Maintain accurate and complete records and reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE:** High school diploma and two (2) years related experience. Experience in an administrative office or school setting is highly desirable.

**LICENSES:**

- Valid California driver's license.
- Typing certificate: 45 WPM net.

**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.

While performing the duties of this job, the employee is regularly required to sit, use hands to manipulate, handle, or feel objects, tools, or controls; hearing and speaking to exchange information in person or on the telephone; seeing to assure accuracy of letters/documents/data.

The employee is frequently required to walk and reach with hands and arms to retrieve and store files. The employee is occasionally required to stand; climb or balance; and stoop, kneel, and crouch.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and risk of electrical shock.

The noise level in the work environment is usually moderate.