PLEASE CIRCULATE AND POST

JOB ANNOUNCEMENT

CALIFORNIA
DEPARTMENT OF
EDUCATION

POSITION: Office Technician (Typing)
UNIT/PC#: 199-020-1139-011
TENURE: Permanent
TIME BASE: Full Time
LOCATION: 39100 Gallaudet Drive Fremont, CA 94538
SALARY: A $ 2,740.00 - $3,429.00

DUTIES: Under the direction of the Office Services Supervisor II, the Office Technician serves as a member of the clerical support services unit by operating general purpose microcomputers and using word processing related software in the production of a variety of typed copy for diagnostic reports, student information and assessment related materials, and correspondence; and performs the following duties:

Enters new student assessment referral applications into the DCN database for all student related referral and service data; creates staff assignment sheet; notifies staff of assignment via email and revises information accordingly; mails and files all acceptance / confirmation / denial / cancellation letters to parent and district; serves as contact person for LEAs, families and all parties regarding scheduling/notifying/confirming/revising assessment dates and locations; serves as contact person for LEAs, families and all parties regarding scheduling/notifying/confirming/revising parent conference dates and locations. Enters all confidential student information into DCN's assessment database, for the purpose of tracking, monitoring, storing and accountability. Records, tracks and monitors data regarding student, teacher, and district/school information related to DCN's instructional coaching projects, including parent permission slips, as well as all logistical data. Creates project binders. Organizes final project reports and student assessment reports related to projects. Enters all information into the database for tracking, monitoring, storing and accountability purposes.

At year's end, works with Office Supervisor and Director to organize, cull and store student files as appropriate. Shares in maintaining a clean and organized office unit. Performs routine filing, copying and shredding.

Minimum Qualifications

- Possess good interpersonal skills and ability to be flexible in a team oriented work environment
- Strong personal computer skills working Microsoft, Word, Access software and Desktop Publishing
- Ability to prioritize work assignments
- Ability to work within time constraints in preparation of charts and reports
- Ability to communicate effectively, both verbally and in writing
- Ability to check work for accuracy and attend carefully to details
- Ability to maintain and update student records, monitor and update databases
- Ability to prepare correspondence, reports, and charts for review using a variety of software programs

Desirable Skills

- Perform other duties and tasks as required
- Knowledge of office procedures
- Excellent organizational skills, including the ability to set priorities and take initiative

Who May Apply

- Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement). All applicants must clearly indicate the basis of their eligibility in the "Explanations" section on the Standard Application Form
- (Std 678). Employment provisions as outlined by the California Department of Human Resources State Restriction of Appointments (SROA) policy will prevail. In addition, current or future executive orders relative to filling vacant positions may also affect this process. Applications will be screened and only the most qualified will be interviewed

HOW TO APPLY: Submit a State Application (Form 678) to:

Diagnostic Center North, Debra Doussett, Office Services Supervisor II
39100 Gallaudet Drive
Fremont, CA 94538
(510) 794-2500, FAX (510)794-2513

APPLICATIONS MUST BE RECEIVED BY: June 11, 2015

California Relay (Telephone) Service for the Deaf or Hearing Impaired: TDD Phones 1-800-735-2929
Voice Phones 1-800-735-2922

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