

ORANGE UNIFIED SCHOOL DISTRICT

PERSONNEL TECHNICIAN

DEFINITION

Under general supervision in the Human Resources Department to perform technical tasks pertaining to personnel services operations; to serve as receptionist and telephone switchboard operator. To perform routine clerical tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs a variety of technical work for the Human Resources Department.
- Maintains employee data bases as needed and enters and monitors employee information on the District's business/personnel system.
- Explains and interprets facts and policies to other employees and the public about personnel procedures.
- Operates a central telephone switchboard.
- Receives and greets office callers and refers them to proper persons and offices.
- Sorts and distributes incoming mail.
- Takes and transmits messages.
- Performs assigned clerical tasks such as filing, typing, preparing forms, assembling and distributing materials when not engaged in switchboard operations.
- Provides routine information in response to inquiries regarding employment, directory information, and master calendar. .
- Operates a variety of office machines, including copier, typewriter, adding machines and computer terminal.
- Maintains adequate supplies for assigned area.

QUALIFICATIONS GUIDE

Knowledge of:

- The operation of a multiple telephone switchboard.
- Modern office procedures and equipment, including telephone techniques.
- A variety of software applications including word processing, database and spreadsheet packages.
- Correct English usage, spelling, grammar and punctuation.
- Safe working methods and procedures.

Ability to:

- Emphasis
- Handle a variety of telephone calls and in-person encounters with tact, diplomacy and discretion.
- Receive and give information over the telephone or in person in a courteous manner.
- Operate the switchboard telephone at a central facility.

ORANGE UNIFIED SCHOOL DISTRICT

PERSONNEL TECHNICIAN

- Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed.

Additional skills needed:

- Understand and carry out oral and written directions.
- Maintain cooperative-working relationships with those contacted in the course of work.
- Must type 40 words per minute.

Training and Experience:

Equivalent to the completion of the twelfth grade. Some previous clerical experience preferred, or any combination of training and experience that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.