

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

| | | | |
|---------------------------------|---|---------------------|------------------------------|
| TITLE: | District Office Specialist I- SPED Assessment Team | | |
| REQUIREMENTS: | Approved for employment through an Oregon School based fingerprint screening. | REPORTS TO: | Director of Special Services |
| EDUCATION: | High School Diploma or GED Equivalent Associates Degree or higher preferred | FLSA Status: | Non-Exempt |
| LENGTH OF WORK YEAR: | 200 Days/Year 8 Hours/Day | | |
| EVALUATION: | Performance of this job will be evaluated annually in accordance with Klamath County School District policies. | | |
| GENERAL JOB DESCRIPTION: | <p>Under general supervision, performs secretarial duties and routine administrative duties in direct support of the Special Education Assessment Team, and performs related duties as assigned.</p> <p>Special Knowledge/Skills: Proficient skills in keyboarding, word processing, data entry, and file maintenance Sufficient language and writing skills to prepare varying types of correspondence MS Excel knowledge and experience Ability to develop spreadsheets and databases Must have experience with multiple database systems</p> | | |

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Department data entry and data retrieval specialist.
2. Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, filing, collating, data entry, calculating, verifying, etc.) for the purpose of supporting department staff.
3. Keep all records and documentation in an organized system.
4. Professionally prepare correspondence and reports on a computer and circulate as needed.
5. Make all monthly reports as required by the department.
6. Assist with the purging of inactive student records.
7. Receive, sort, and distribute mail and other documents to department staff as needed.
8. Maintain inventory for supplies and materials.
9. Receive and direct telephone correspondence in a courteous, efficient, and timely manner.
10. Maintain confidentiality of information.
11. Greets individuals entering the office (e.g. visitors, staff, parents, applicants, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location.
12. Regular attendance is an essential function of this position.
13. Other duties as assigned.

PHYSICAL REQUIREMENTS (Mark appropriate box)

| LIFTING | | | | | |
|--|-------|----------------|-----------------------|----------------------|-------------------------|
| Pounds | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| 1-10 lbs. | | | | | x |
| 11-20 lbs. | | | | x | |
| 21-50 lbs. | | | | x | |
| 51-75 lbs. | x | | | | |
| 76-100 lbs. | x | | | | |
| > 100 lbs. | x | | | | |
| Maximum amount lifted by worker without assistance: | | | | | |

If required, lifts over 75 lbs. are performed with two or more people or lift devices.

| CARRYING | | | | | |
|--|-------|----------------|-----------------------|----------------------|-------------------------|
| Pounds | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| 1-10 lbs. | | | | | x |
| 11-20 lbs. | | | | x | |
| 21-50 lbs. | | | | x | |
| 51-75 lbs. | x | | | | |
| 76-100 lbs. | x | | | | |
| > 100 lbs. | x | | | | |
| Maximum amount carried by worker without assistance: | | | | | |
| If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices. | | | | | |

| PUSHING/PULLING FORCE TO BE EXERTED | | | | | |
|--|-------|----------------|-----------------------|----------------------|-------------------------|
| Pounds | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| 1-10 lbs. | | | | x | |
| 11-20 lbs. | | | x | | |
| 21-50 lbs. | | | x | | |
| 51-75 lbs. | | | x | | |
| 76-100 lbs. | x | | | | |
| > 100 lbs. | x | | | | |
| Maximum weight of object pushed/pulled by worker: | | | | | |
| Distance: <u>100</u> ft Type of Surface: (i.e. level, carpet, tile): _____ | | | | | |

| ENVIRONMENT (WORK CONDITIONS)* | |
|---|-------------------------------------|
| Works Inside <u>100</u> % of the time | / Works Outside _____% of the time. |
| Temperature Extremes: Yes or No (Circle One) | |
| Works on or around moving machinery or mechanical parts: Yes or No (Circle One) | |

*Varies by location and season of the year.

| OTHER PHYSICAL DEMANDS | | | | | |
|----------------------------|-------|----------------|-----------------------|----------------------|-------------------------|
| Activity | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| Bend/Stoop | | | | x | |
| Twist | | | | x | |
| Crouch/Squat | | | | x | |
| Kneel | | | x | | |
| Crawl | | x | | | |
| Walk-Level Surface | | | | | x |
| Walk-Uneven Surface | x | | | | |
| Climb Steps | x | | | | |
| Climb Ladder | x | | | | |
| Work at Heights | x | | | | |
| Reach at or Above Shoulder | | | x | | |
| Reach Below Shoulder | | | | | x |
| Use of Arms | | | | | x |
| Use of Wrists | | | | | x |
| Use of Hands | | | | | x |
| Grasping/Squeezing | | | | | x |
| Operate Foot Controls | x | | | | |

