KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	District Office Specialist I- SPED Assessn	nent 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:	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.					
	Special Knowledge/Skills: Proficient skills in keyboarding, word processing. Sufficient language and writing skills to prepare. MS Excel knowledge and experience	• •				
	Ability to develop spreadsheets and databases					
	Must have experience with multiple database sy	stems				

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	Occasionally	Frequently	Continuously
Poullus	ivevei	1-5%	6-33%	34-66%	67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.				x	
51-75 lbs.	х				
76-100 lbs.	х				
> 100 lbs.	х				
Maximum am	ount lifted by	worker without	assistance:		

If required, lifts over __75___lbs. are performed with two or more people or lift devices.

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					х
11-20 lbs.				х	
21-50 lbs.				х	
51-75 lbs.	х				
76-100 lbs.	х				
> 100 lbs.	х				
Maximum am	ount carried b	y worker withou	t assistance:		

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				х	
11-20 lbs.			х		
21-50 lbs.			х		
51-75 lbs.			х		
76-100 lbs.	х				
> 100 lbs.	х				
Maximum wei	ght of object	pushed/pulled by	y worker:	<u> </u>	

ENVIRONMENT (WORK CONDITIONS)*			
Works Inside100% of the time	/	Works Outside	% of the time.
Temperature Extremes: Yes or No (Circ	cle One)		
Works on or around moving machinery or	mechar	nical parts: Yes or	No (Circle One)

^{*}Varies by location and season of the year.

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

END	DURANCE							
	Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
	Sitting				х			
	Standing				х			
	Walking				х			
	Change Positions				х			

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Print Employee Name	Employe	Date	
Employer Representative (Immediate Supervisor):			
Print Name	Title	Signature	Date
Prepared by: <u>Director of Human Resources</u>			
In the event of an on the job injury:			
For physician to complete:			
Is this job appropriate? Yes No	Date of Release:		
If not released to regular work at this time,	please provide an	"ANTICIPATED" DATE:	