

Union Public Schools Job Description

Position Title: Office Manager
Department: School/Department Site
Reports To: Department Administrator

FLSA Designation: Non-exempt

SUMMARY: Advanced level clerk. Serves as confidential office manager and as facilitator for the school public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations.
- Obtains, gathers, and organizes pertinent data as needed and puts it into useable form.
- Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
- Places and receives telephone calls and records messages.
- Orders and maintains supplies as needed.
- Performs any bookkeeping tasks associated with the specific position.
- Maintains a schedule of appointments and makes arrangements for conferences and interviews.
- Welcomes visitors and arranges for their comfort, and screen unexpected callers in accordance with predetermined policy.
- Operates word processors, computers, calculators, copiers and facsimile machines.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED), and at least three (3) years of general office work and/ or training; basic computer skills to include a working knowledge of word processing and databases.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate office machines and personal computer and related software. Ability to communicate clearly and concisely both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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, talk or hear. The employee will occasionally reach with hands and arms and will frequently repeat the same hand, arm or finger motions such as when typing. Employee will frequently interact with other staff members. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee may occasionally lift up to 25 pounds, such as boxes of paper.

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.*

The noise level in the work environment is usually quiet to moderate, although it can vary depending on daily activity.