

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Office of Classified Personnel Services**

**Classification:** CONFIDENTIAL OFFICE SPECIALIST      **Salary Range:** 40  
**Employment Category:** Confidential      **FLSA Designation:** Non-Exempt

**Job Summary:**

Under direction, performs responsible and complex clerical duties (and administrative assistance) ensuring the confidentiality of all materials and information.

**Essential Job Functions:**

- **Assists** and responds to the administration, district personnel and the community for the purpose of providing support, information and backup of assignments and coordinating activities.
- **Attends** a variety of meetings (e.g. Board of Education and PTA/PTO, workshops, in-services, etc.) for the purpose of taking minutes, conveying and/or gathering information or to obtain training required to perform functions.
- **Composes** materials and documents (e.g. letters, memos, fliers, newsletters, calendars, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- **Coordinates** use of facilities (e.g. facility reservations, meetings, etc.) for the purpose of ensuring the smooth and efficient operation of the department.
- **Evaluates** orders and ensures availability of department supplies and forms; and, the maintenance work related needs within the department and board room for the purpose of ensuring availability of supplies necessary for site operation.
- **Evaluates** situations involving staff, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel.
- **Handles** funds (e.g. United Way Campaign, petty cash, abatements, etc.) for the purpose of recording and processing payments in compliance with district financial and legal requirements.
- **Maintains** files and records (e.g. confidential files, policies, minutes and agendas, inventory, etc.) for the purpose of ensuring accuracy and availability of required information.
- **Monitors** assigned activities and/or program components (e.g. retirement, United Way, education code, district requirements, critical timelines, etc.) for the purpose of ensuring compliance with District, legal and/or administrative requirements.
- **Monitors** documents and information (e.g. various forms of news media, laws and legislation, propositions, etc.) for the purpose of ensuring availability and accuracy of required information on educational issues.
- **Processes** materials, documents and reports (e.g. mail, agendas, requisitions, work orders, conference requests, schedules, memos, supply distribution, etc.) for the purpose of disseminating to appropriate parties and ensuring documentation and accuracy of required information.
- **Provides** guidance and direction to support staff as assigned for the purpose of maximizing the efficiency of the workforce and meeting operational requirements.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of providing support in the completion of work activities.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Skill to operate standard office equipment including use of pertinent computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation. Ability to perform standard clerical and secretarial procedures. Ability to communicate with persons of varied cultural and educational backgrounds. Ability to plan and manage projects. Ability to maintain confidentiality of all materials and information. Ability to prepare and maintain accurate records.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer; have the ability to occasionally lift up to 52 pounds, frequently lift up to 5 plus pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Fumes and Odors (Copier chemicals, etc; Dust and paper dust).
- **Education and Training Required:** High school graduate or equivalent and three (3) years increasingly responsible clerical and/or secretarial experience.
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Structured testing process to establish eligibility list.
  - Typing examination at 50 net words per minute from clear copy.

Personnel Commission: 03/31/98

Salary Modification: 07/01/00

Personnel Commission: 12/15/05