

## **ADULT SCHOOL OFFICE SPECIALIST**

### **DEFINITION**

Under general supervision, at an adult school site, performs responsible and detailed office support duties in the areas of registration, attendance, counseling, guidance, brochure development, fee collection and report submittal; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

Adult School Office Specialist is the advanced/specialist class of the school office support series. Specific duties may vary, depending upon the needs of the school and the time of the school year, however, all assignments require frequent student and staff contact and the exercise of sound independent judgment in the application of practices and procedures in varying work situations.

### **EXAMPLES OF DUTIES**

Responds to inquiries in person and over the telephone regarding adult school classes; provides and explains registration forms to new students; enrolls students in classes; assists with driver education/training sign-ups.  
Collects fees from students enrolling in programs, sells books and other office supplies, prepares receipts, keeps accurate records of monies received, balances monies collected, and makes bank deposits.  
Registers students for the General Education Development (GED) exam.  
Requests cumulative files for transferring students; evaluates transcripts of incoming students to determine credit and comparability of course titles.  
Processes refunds for canceled or dropped classes.  
Records and processes student grades.  
Inputs, modifies and retrieves student information, lists of classes and programs, and other data from a variety of files and records using an on-line computer system.  
Collects absence slips and prepares a listing of absences; compiles periodic attendance reports.  
Contacts parents, guardians or students regarding student absence or to notify if classes are canceled.  
Issues class-admit slips, tardy slips and off-campus passes to students.  
Provides information to other schools, employers or appropriate agencies regarding student-attendance, grades and other information and sends files to other schools and colleges upon request.  
Posts and compiles teacher payroll hours; may type teacher agreements.  
Performs typing, word processing and general office support duties for the principal, vice principal and counselors.  
Schedules conferences between students, parents (if applicable) and adult school staff.  
May arrange locations for classes and informs students of any changes.  
May process purchase orders, petty cash requests and receipts, and/or inventory records.

### **QUALIFICATIONS**

#### **Knowledge of:**

Standard office methods, practices, procedures and equipment.  
Attendance, accounting and record keeping procedures;  
Computer applications related to the work, including word processing and spreadsheet applications.  
Business mathematics and statistical reporting practices.  
Standard English usage, including spelling, grammar and punctuation.  
Record keeping and report preparation methods.  
Interpersonal skills including tact, courtesy and patience.

#### **Skill in:**

Learning, interpreting, applying and explaining applicable rules, policies and procedures related to the work.  
Performing a variety of responsible office administrative support work with a minimum of supervision.  
Making mathematical calculations quickly and accurately.  
Compiling and maintaining accurate and complete records, files and reports.  
Directing the work of and instructing student assistants.  
Using sound independent judgment within general policy and procedural guidelines.  
Entering, retrieving and modifying data with a computer with sufficient speed and accuracy to perform the work.  
Prioritizing own work, performing several tasks at one time and meeting critical deadlines.  
Establishing and maintaining cooperative relationships with those contacted in the course of work.  
Operating a variety of standard office equipment;  
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

**Education:**

Equivalent to graduation from high school.

**Experience:**

Two years of office support experience, preferably in a school-related setting.

**Physical Demands:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 03/69

R: 03/80

R: 11/85

R: 02/97

R: 02/03