

**DISTINGUISHING FEATURES OF THE CLASS:** The work of the Keyboard Specialist involves supporting school and department leaders in the performance of standardized clerical tasks and the operation of office equipment. Specific duties vary with the needs of each office. The Keyboard Specialist shall report to and be evaluated by the office administrator or supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES SHALL INCLUDE:**

- Receives and organizes work to be processed;
- Prepares and processes a variety of documents, correspondence, reports, and records, including proofing and editing the work of others;
- Serves as a technical resource for general administrative matters, receives and screens telephone calls, provides routine information as appropriate;
- Orders office supplies and maintains inventory of supplies and equipment;
- Sorts, date stamps, and distributes mail and packages;
- Performs basic routine maintenance on office equipment;
- Greets visitors and provides guest passes;
- Assists with student and parent requests (ex. Bus passes);
- Establishes and maintains office files, develops filing procedures, maintains file logs, prepares retention schedules, purges obsolete files;
- Schedules meetings and appointments, maintains calendars;
- Collects fees and accounts for monies received;
- Reviews timesheets for accuracy, assists employees with electronic timesheets and absence request system.
- Performs other duties as assigned.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Advanced knowledge in the use of computer software programs and applications (ex. Microsoft Office, Google);
- Working knowledge of office equipment;
- Working knowledge of accounting principles;
- Maintain confidentiality regarding all personal and private information made available through the nature of the position;
- Proficiency in writing and in speaking, including use of proper grammar and vocabulary;
- Demonstrate tact, courtesy and professionalism in all communications with employees, parents, students and community members;
- Exercise sound judgement in completing work assignments, performing duties with accuracy and in adherence to deadlines;
- Establish and maintain cooperative working relationships with all members of the School District;
- Work efficiently in the absence of supervision;
- Possessions of the following characteristics: Professionalism, thoughtfulness, flexibility, ability to multitask, persistence, composure under pressure, creativity, aptitude for continuous learning, high moral character.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma; and
- B. One year of clerical experience; or
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

**REVIEWED/REVISED: SEPTEMBER 5, 2027, NOVEMBER 20, 2024**

**NEW TITLE KEYBOARD SPECIALIST (TO REPLACE TYPISTS TITLE ADOPTED: DECEMBER 5, 2005**

**CLASS: COMPETITIVE**