



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SPECIALTY LAB TECHNICIAN III – OFFICE TECHNOLOGY

RANGE 32

SUMMARY:

Under the direction of an assigned supervisor, perform a variety of technical and specialized duties related to the preparation, operations and maintenance of office administration laboratories and related areas; operate and demonstrate the use of specialized equipment and instructional materials; provide information and technical assistance to faculty and students.

ESSENTIAL FUNCTIONS:

Assist in the operation and maintenance of an instructional office administration laboratory and related areas; perform specialized and technical duties to assure efficient lab operations.

Assist instructors and demonstrate the use of a variety of office equipment, materials and supplies in the instructional setting; train and provide assistance to students according to instructions by instructors.

Prepare and issue material and equipment for student use, laboratory demonstrations and classroom instruction; maintain records of materials and equipment used by students.

Administer typing and 10-key testing to students and the public.

Order, receive and store supplies, materials and equipment; maintain adequate inventories as well as resource and reference materials.

Operate a wide variety of specialized office and business equipment including projection equipment.

Maintain laboratory environment in a safe, clean and orderly condition; assure the security and proper use of assigned equipment.

Adjust, maintain and perform minor repair to equipment; report major repair needs or arrange for repairs according to established procedures.

Prepare and maintain various records and reports related to laboratory operations and activities, personnel, equipment repair and inventory.

Assist in the coordination of the use of lab facilities, assuring the availability of appropriate supplies and equipment.

Assist in the preparation of the annual budget; monitor budget expenditures and perform a variety of technical and clerical duties in support of departmental operations.

SECONDARY FUNCTIONS:

Confer with vendors on the availability of equipment price comparisons, arranging for demonstrations and make recommendations on department purchases.

Train and provide work direction to student workers and other personnel as assigned; participate as directed in the selection and evaluation of personnel.

Perform related duties as assigned.

KNOWLEDGE OF:

Preparation, operation and maintenance of office administration laboratories and related areas.

Typing, and secretarial skills.

Word processing equipment and computer software.

Principles, practices and procedures used in office administration laboratories.

Modern office practices, procedures and equipment.

Principles and practices of providing work direction and training.

Recordkeeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Technical aspects of field of specialty.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Curriculum, goals and objectives of the department.

ABILITY TO:

Perform specialized and technical duties to assure efficient lab operations.

Provide information and assistance to students and staff regarding the use of computers and other equipment.

Assure the proper care, storage and security of assigned equipment, materials and supplies.

Maintain learning equipment in proper working order.

Issue and receive equipment and supplies.

Operate a wide variety of modern and sophisticated office equipment such as computers and computers.

Work independently with little direction.

Operate a personal computer including various software packages to enter and retrieve data using keyboarding skills in an efficient and effective manner consistent with requirements of the position.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Train and provide work direction to others.

Assign and review the work of others.

Maintain current knowledge of technological advances in business and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college level training with specialized course work in business office technology, computer and/or Information Science or related field and two years of business office experience.

WORKING CONDITIONS:

Office administration lab environment; subject to noise from office machines and equipment.

** Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*