

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** School Site Budget Clerk

**DEPARTMENT:** Clerical

**POSITION SUMMARY:** Under the general direction of the site principal is responsible for management of school budgets and performs a variety of general clerical functions at a school.

### **ESSENTIAL FUNCTIONS:**

1. Manages school budgets including requisitions, timesheets, conferences/travel, transportation requests and budget transfers for both site and categorical programs.
2. Maintains records of school expenditures and performs mathematical calculations.
3. Prepares, posts to and maintains files and records of purchasing, inventory and related matters.
4. Performs a wide variety of clerical work including typing, work processing, proofreading, filing, checking and posting information to records.
5. Answers the telephone and waits on students or the general public, giving information as required.
6. Receives, sorts and distributes incoming and outgoing mail.
7. Operates office equipment and keeps records as directed.
8. May fill in as a receptionist and/or assist in the registration of students.
9. Assists with minor first aid.
10. May prepare documents for electronic data processing.
11. Maintains prompt and regular attendance in the workplace.
12. Performs related duties as assigned.

**EDUCATION AND EXPERIENCE:** Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Ability to communicate in Spanish desirable. Equivalent of high school degree required. General office training and/or business/computer courses required. Two years of experience in budget management desired.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
2. Knowledge of basic computer skills.
3. Knowledge of budget management and spread sheets.
4. Ability to operate standard office equipment.
5. Ability to perform clerical work of moderate difficulty without close supervision.
6. Ability to maintain cooperative working relationships with those contacted in the course of work.

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**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment.
3. See and read a computer screen and printed matter with or without visual aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear at normal levels and on the telephone, with or without hearing aids.
6. Lift and carry up to 25 lbs. at waist height for short distances.

**WORK ENVIRONMENT:** Employees in this position will be required to work indoors in a standard office environment and come in direct contact with students, school site staff, district office staff and the public.

**SALARY:** Classified range 28

**DAYS OF SERVICE:** 180 days

Board Approved: TUSD 2/6/01