

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Youth-in-Custody Technician

Pay Table: Support

Pay Grade: 8

FLSA Status: Non-Exempt

Job Code: 835

Reports to: Youth-in-Custody Director

JOB SUMMARY

Under the general supervision of the Youth-in-Custody Director, the Youth-in-Custody Technician assists with assigned duties related to the operation of the district's Youth-in-Custody program. These may include such responsibilities as providing administrative support, coordinating clerical functions of the office, coordinating efforts with government agencies, maintaining records and student data, managing budgets and other department financial matters, preparing reports, and coordinating Youth-in-Custody issues with local schools.

ESSENTIAL JOB FUNCTIONS

- Coordinates the secretarial and clerical functions of the office. Responsibilities include organizing the flow of work to ensure efficient operations; interpreting district policy and procedures; and resolving staff problems.
- Provides administrative support for the Youth-In-Custody director and staff. Composes and types correspondence. Schedules appointments. Prepares newsletters, mailings, etc. Submits building maintenance requests and work orders.
- Inputs and updates student and guardian information in the district computer system.
- Schedules weekly intake meetings with Juvenile Justice and Child Protective Services for students who have come into the state's custody. Organizes corresponding state agency and district paperwork and notification to the schools where the students will be enrolling.
- Assigns students to mentors and tracks weekly visits of the mentors to the students.
- Communicates with state agencies on a weekly basis regarding status of youth-in-custody students.
- Advises DSD schools on current youth-in-custody protocol.
- Ensures that all classes are covered and that substitutes are called in when needed.
- Maintains student attendance records.
- Answers and directs incoming telephone calls and takes messages for faculty, staff, administration, and students. Assists parents, guardians, visitors, and students as their first point of contact.
- Schedules meetings and appointments upon request of supervisor.

- Provides information from files and records or knowledge of departmental programs and policies. Makes routine operating decisions within established guidelines. Resolves problems relating to area of knowledge and responsibility.
- Receives and routes mail to department personnel. Sends and receives E-Mail messages. Composes routine correspondence at direction of supervisor or from file or record data (requests for information, follow up correspondence, transmittals, etc.).
- Enters and processes data in computer programs (i.e. student data, budgets, project scheduling, maintenance requests, purchase card usage).
- Assists supervisor in locating and compiling data. Compiles routine reports.
- Maintains numeric and/or alphabetic files and records. Maintains personnel records and time cards.
- Processes personnel actions. Arranges applicant interviews.
- Processes financial transactions and maintains financial records. Oversees purchase cards and card reconciliation.
- Assists in managing and monitoring budgets and grants; effects budget transfers; prepares budget reports.
- Assists in planning, organizing, and responding to yearly audits.
- Assists teachers, staff, and administration with supply requests; processes purchase orders and warehouse requisitions; receives and distributes supplies and equipment.
- Processes expenditure requests and purchase orders. Orders warehouse supplies.
- Enters payroll information into Encore. Researches and resolves payroll issues.
- Maintains financial and related records (supply expenses, budget records, etc.).
- Maintains school calendar and coordinates school activities.
- Plans and organizes graduation ceremonies occurring throughout the school year.
- Processes mileage/travel and reimbursement requests.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education/experience.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use small office equipment and computers.
- Proficiency in use of word processing program.
- Strong written and verbal communication skills.
- Strong interpersonal skills for dealing with the public and district staff.
- Ability to process purchase orders.
- Ability to manage property and inventory.
- Ability to manage grant funds.
- Ability to manage the budget and make budget recommendations.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, lifting, mental acuity, pulling,

pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.