

The Accountability and Performance Management Administrative Support Technician performs confidential duties requiring understanding in their area of assignment to support the daily operations of the department. Areas of assignment may include enrollment and records management, customer service, data entry, or other areas as assigned.

Chain of Command

The Administrative Support Technician reports to the Director of Research.

Competencies

The Administrative Support Technician should possess the following:

- Strong written and verbal communications skills
- Flexible team player who is time and task oriented
- Strong organizational and time management skills
- Positive customer service skills
- Proficient use and leverage of technology and productivity tools

Essential Duties

The Administrative Support Technician performs the following duties, including, but not limited to:

- Collaborate with other department members to support the overall operation of the Department and support the needs of the district
- Maintain confidential student and employee information
- Utilize various platforms for records storage and retrieval; fulfill enrollment and records requests; ensure organization of files, and prepare files for retention and destruction)
- Answer, route, organize and respond to incoming calls and/or written communications; respond to inquiries from various stakeholders (both internal and external)
- Able to lift twenty pounds
- Support the operations of the Accountability and Performance Management department, as assigned.

Minimum Qualifications

High School Diploma or General Equivalency Diploma (G.E.D.) and two to four years of office experience including one year of assigned specialized experience are required; or any combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensing/Certification Requirements

- AZ IVP Fingerprint Clearance Card

Date Revised

08/01/2023