

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: ADMINISTRATIVE TECHNICIAN

SALARY RANGE:	Range 12	DIVISION:	Classified
DEPARTMENT:	Site Administration	LOCATION:	Various locations
REPORTS TO:	Site Principal	WORK YEAR:	12 month
APPROVED BY:	Governing Board	DATE:	December 14, 2022

SUMMARY: Under the direction of the Site Principal, will perform clerical and secretarial functions; will perform routine functions and other related work as required. Hours may vary depending on the respective program needs for Alternative Education and Adult Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Serves as receptionist, answers the telephone, and greets parents and members of the public.
2. Reviews and screens incoming mail.
3. Maintains a variety of records and files.
4. Attends to student's health needs including injuries and illnesses.
5. Operates various office machines.
6. Proficient with a personal computer and related software.
7. May assist with student body as necessary.
8. Assist with various types of testing of students both in alternative education and adult education.
9. Register Students in Alternative Education and Adult Education.
10. Maintain Records of attendance in Alternative Education and Adult Education.
11. Transcript data entry.
12. Testing Data entry and data management for site administration.
13. Maintain student cum files.
14. Submit State and Federal Program Monitoring reports.
15. Orders and receives inventory.
16. Assists with instructional materials management for Adult Education.
17. Management of Educational software (Tops Pro) or similar.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

1. Proper use of a personal computer and related software.
2. Appropriate office procedures.
3. AERIES Student Information Software or similar.
4. Ability to properly use English, grammar, syntax, spelling, and punctuation.
5. Basic First Aid.
6. Basic accounting software.

7. Knowledge of accounting rules and regulations.

Ability to:

1. Understand and follow oral and written instructions.
2. Use tact, discretion, and courtesy at all times.
3. Establish and maintain effective working relationships with District staff, faculty, students, and others encountered in the course of work.
4. Ability to type 40 wpm.
5. Establish and maintain accurate records and files.
6. Make arithmetic calculations with accuracy.

EDUCATION AND/OR EXPERIENCE: High school diploma or General Educational Development (GED) equivalency certificate is required. Two years related experience and/or training or equivalent combination of education and experience is required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees. Ability to speak, read, and write fluently in Spanish preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

CERTIFICATES AND LICENSES: Valid California Driver's License (required by the first day of service).

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.