

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NONPUBLIC SCHOOL/AGENCY TECHNICIAN (RANGE 22)

BASIC FUNCTION:

Under the direction of an assigned manager/director, provide technical support with varied and responsible secretarial and clerical support services; perform a variety of responsible accounting clerical duties; maintain assigned budgets; assist with nonpublic school registration, attendance and assessment; organize office activities and coordinate flow of communications for the assigned manager. Coordinate and provide technical information and support with respect to nonpublic schools and agencies.

REPRESENTATIVE DUTIES:

Perform a variety of responsible clerical and accounting duties to facilitate the smooth and efficient processing and flow of information and materials. *E*

Prepare and process invoices, requisitions, purchase orders and other accounting-related documents for an assigned set of accounts. *E*

Assist in preparing master contracts for nonpublic schools and agencies; request updated fee and insurance documents; revise existing contracts with updated information; submit contracts to Business Services for final approval. *E*

Based on individual IEP review and on a yearly basis, develop an Individual Service Agreement for each student receiving services from a nonpublic school or agency. *E*

Review nonpublic school and agency invoices; check for accuracy based on services outlined in individual IEPs and verify calculations; submit documents to manager(s) for approval; serve as contact person for questions regarding nonpublic billing and payment. *E*

Independently analyze and coordinate data entered into multiple software systems. *E*

Register and enroll students attending nonpublic schools; verify registration information and complete the enrollment process in the student data system. *E*

Review for accuracy attendance records submitted by nonpublic schools; cross-reference billing with positive attendance days; submit records to attendance accounting office. *E*

Coordinate the disbursement and collection of state assessment documents for nonpublic school students; maintain appropriate documentation related to state assessments. *E*

Coordinate office communications; initiate and answer telephone calls; schedule appointments; explain program policies and procedures; provide information of general or limited technical nature to parents, staff and others. *E*

Type letters, reports memoranda, records, expense claim forms and other materials from straight copy, rough drafts or oral instructions. *E*

Operate a variety of office equipment including typewriter, calculator, and copier; operate a computer and assigned software programs to record information and generate lists, reports and other materials. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment; telephone techniques and etiquette.

Record-keeping techniques, filing systems and information management.

Financial and statistical record-keeping techniques

Basic accounting techniques

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

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Operation of office machines including a computer terminal.

District Policy and Administrative Regulations and Procedures related to NPS/NPA.

Computerized data collection, management, manipulation and recording functions for analysis.

ABILITY TO:

Perform varied and complex secretarial and clerical support duties

Work independently with little direction

Type 50 words net per minute from clear copy

Interpret contracts

Learn or obtain a basic understanding of State/Federal data reporting regarding NPS/NPA

Review, analyze and verify data from multiple sources and prepare accurate reports

Compare numbers and detect errors efficiently

Make arithmetic computations with speed and accuracy

Work confidentially with discretion

Meet schedules and timelines

Provide assistance and complete work with many interruptions

Maintain a variety of filing systems

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years college level course work in Personnel, Special Education, Pupil Services, Business or related field or two years experience of increasingly responsible clerical/technical experience involving financial recordkeeping and the use of modern office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Seeing to inspect financial records and to assure accurate and complete correspondence

Hearing and speaking to communicate with District staff and the public

Sitting for extended periods of time

Bending, kneeling and reaching to retrieve and file records

Lifting moderately heavy objects

Dexterity of hands, wrists and fingers to file and operate office equipment