

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Office Assistant, Fiscal Services	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	8060	WORK YEAR:	12 Months
DEPARTMENT:	Fiscal Services	SALARY:	Range 46 Salary Schedule F
REPORTS TO:	Director, Fiscal Services	HR REVISION:	5-15-2024
		BOARD APPROVAL:	12-17
		BOARD REVISION:	

Maintain comprehensive records; prepare reports and files including those of a confidential nature; in case of absence, may serve as alternative secretary to the Deputy Superintendent/CFO. **E**

Order supplies; prepare, submit, and monitor requisitions; maintain records of funds. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; maintain a variety of office equipment. **E**

Prepare detailed and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations; contact school districts for salary and benefit information. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combina
experience, including at least one year experience in a school district.

LICENSES AND OTHER REQUIREMENTS:

; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding.....55 Correct WPM
- Word..... 80% Overall Score
- Excel..... 80% Overall Score
- PowerPoint 80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Technical aspects of field of specialty.
- Budget practices and principles.

Research, analyze, compile, and verify data, and prepare reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.

Exercise analytical and independent judgment.

Analyze situations accurately, and adopt an effective course of action.

Work confidentially with discretion, and complete work with many interruptions.