

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Office Technician III	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Office Technician	FLSA:	Non-Exempt
JOB CLASS CODE:	1535	WORK YEAR:	11 to 12 Months
DEPARTMENT:	Assigned School / Department	SALARY:	Range 42 Salary Schedule C
REPORTS TO:			

Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; may operate a scanner; operate standard office equipment. **E**

Monitor and maintain office or program budgets according to established guidelines; order supplies and materials as assigned, and maintain inventory.

