

BUSINESS SERVICES TECHNICAL ASSISTANT

DEFINITION

Under direction of the Assistant Superintendent, Business Services, to perform analytical and technical work in support of business services, including accounting, budget, payroll, purchasing, and risk management; to research, compile, and analyze data; to perform complex and responsible secretarial work; and to relieve managers of a variety of administrative and office detail.

EXAMPLES OF DUTIES

Perform complex and specialized support functions for accounting, budget, payroll and purchasing departments in the preparation of periodic reports, informational materials, and statistical and financial reports; assist in research and compilation of fiscal data on special projects; assist in the preparation of the 1st and 2nd Interim Budget Reports; maintain and coordinate records, claims and reports for the District Risk Management Program; prepare Board Agenda items for Board of Education meetings on acceptance and denial of incoming claims and gifts to the District; receive, review and follow-up on unusual occurrence reports and student injury reports; work closely with administrators, insurers and investigators to coordinate information needed in connection with claims investigations; analyze and process vandalism reports; prepare and submit applications for student accident insurance materials for distribution to schools; perform secretarial functions; may maintain and process fiscal and personnel records and transactions, including personnel evaluations, payroll, and attendance; may process requisitions, purchase orders and work orders; make arrangements for meetings; attend meetings, taking summary notes as required, and following up on action items; establish and maintain files; compile a variety of information for the presentation of departmental reports and records; may prepare contracts/consultant agreements; apply District and other appropriate policies and procedures; and perform related duties as required.

QUALIFICATIONS

Knowledge of

Principles of organization and record keeping; financial reporting protocols; rules and regulations pertaining to business services operations; modern office practices and equipment, including computer operations/word processing/spreadsheet/publication and presentation software; correct English, grammar, spelling and punctuation.

Ability to

Learn the operation of the business services departments; understand complex procedures; input, retrieve and maintain data in a variety of formats; collect and analyze data and prepare reports and correspondence; coordinate a variety of secretarial tasks, determining the relative importance of each; interpret and apply written policies and procedures; keep complex records and files; work independently; read and write at a level appropriate to the duties of the position; make mathematical computations; establish and maintain cooperative working relationships; effectively communicate orally and in writing.

Experience

Four years of progressively responsible general clerical or secretarial work that has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, supplemented by courses in office automation and computer applications. AA degree or course work in accounting or finance desirable.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: March 13, 2002

Revised: December 10, 2002 effective January 1, 2003

Revised: September 17, 2019, effective October 17, 2019