SACRAMENTO CITY UNIFIED SCHOOL DISTRICT Position Description

TITLE: Admissions and Family Services CLASSIFICATION: Classified Non-Management Technician

Assist other personnel as may be required to support them in the completion of their work activities; may direct the work of other clerical personnel, as well as students. **E**

Prepare correspondence, records, reports, bulletins, or other materials as needed. E

Transmit confidential or sensitive information as appropriate. E

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of clerical experience involving public contact, preferably including at least two years of experience in a school district.

LICENSES AND OTHER REQUIREMENTS:

, and provide proof of insurance. May occasionally work overtime and on weekends. Specific languages may be required. Overall scores in computer software testing program preferred as follows:

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; constant interruptions, may travel to school sites to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve or store records, files, and supplies from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read small print, various documents related to assigned activities, and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.