



Our Children, Our Schools, Our Future!

Jurupa Unified School District

BUSINESS SERVICES TECHNICIAN

DEFINITION

Under direction, to perform specialized technical attendance accounting and record keeping duties; to complete reports; and to provide other accounting and clerical functions related to the operation of the Business Services Office.

ESSENTIAL JOB FUNCTIONS

- Perform technical attendance accounting duties to assure accurate accounting of student enrollment and attendance.
- Input and generate attendance data and distribute attendance reports as required: audit, reconcile and adjust attendance reports; submit reports to District office and appropriate personnel.
- Compose letters and memos pertaining to attendance; notify schools of potential problems; monitor and provide updates as appropriate.
- Prepare and maintain student enrollment and attendance reports, records and files.
- Provide student attendance information to staff, parents and authorities as requested: explain and interpret rules, procedures, and practices as needed.
- Train and provide work direction to personnel involved in the attendance process.
- Assist with the coordination of the attendance school calendar.
- Collect developer fees based on District policy and state legislative guidelines.
- Assist with inquiries regarding school boundaries and appropriate schools of attendance.
- Compile graffiti and alarm call summary reports.
- Process employee claims for reimbursement.
- Operate a variety of office machines including adding machine, computer, typewriter, copier and other machines as required.
- Maintain Board Room calendar.
- Perform related duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Attendance laws, codes, rules and procedures.
District organization, operations, policies and objectives.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.

BUSINESS SERVICES TECHNICIAN

DESIRABLE QUALIFICATIONS (continued)

Ability to:

- Maintain an accurate attendance accounting system.
- Compile statistical data in a timely and efficient manner and prepare reports.
- Interpret and explain attendance laws and school policies, rules, regulations and procedures.
- Establish and maintain effective working relationships with others in person and on the telephone.
- Communicate effectively both orally and in writing
- Operate office machines and equipment including computers and calculators.
- Make arithmetic calculations quickly and accurately
- Type at an acceptable rate of speed
- Plan and organize work
- Meet schedules and time lines
- Establish and maintain files.
- Understand and follow oral and written directions..
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Train and provide work direction to others.

Education and Experience:

High school graduation, supplemented by additional training and/or business and secretarial coursework. Demonstrated, responsible technical clerical experiences including experience in setting up and maintaining records and systems. Reporting of student attendance experience desirable.

Note: this type of experience and training background is indicative of the kind and level most likely to be successful, and is not meant to be interpreted in an overly literal or restrictive manner in regard to alternative, equivalent backgrounds.

Personal Qualities:

Adaptability, flexibility, good judgment, pleasant demeanor, dependability, ability to work effectively and efficiently under pressure, and ability to work independently.

Personnel Services
November, 1999

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