

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Program Records Technician, Planning and Construction **CLASSIFICATION:** Classified Non-Management (SEIU/Office-Technical)

SERIES: None **FLSA:** Non-Exempt

JOB

REPORTS TO: Assigned Supervisor **BOARD APPROVAL:** 07-30-09
BOARD REVISION:

BASIC FUNCTION:

Perform a variety of complex technical and clerical duties in support of the Planning and Construction Department; gather, verify, and input data utilizing software that supports the department; provide information and assistance to staff regarding compliance issues.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

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

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of increasingly responsible clerical experience, including one year in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

- Keyboarding 50 Correct WPM
- Word 75% Overall Score
- Excel / Access 75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operations and Planning Department policies, procedures, and terminology.
- Management information system.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- Operation of a computer, related software, databases, and data entry techniques.
- Paperless electronic filing system.
- Technical aspects of field of specialty.
- Current office practices, procedures, equipment, and technology.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and f aM i C l I i D n h

