

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION**

ADMINISTRATIVE/BUSINESS SUPPORT TECHNICIAN

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Administrative/Business Support	A/1/3 – B/2/1	Non-exempt

CLASS SUMMARY:

The Administrative/Business Support Technician is the second level of a four level series. This is a broad class encompassing roles associated both with providing technical support to others in the conduct of their duties as well as performing technical duties with a significant degree of independence such as that associated with financial processing. Incumbents perform a variety of office and business support activities requiring defined decision making and office operations experience in addition to routine support activities.

Based upon assignment, incumbents are responsible for performing duties such as processing forms and documents related to school, human resource, payroll, purchasing, work order and bid activities; performing data entry and preparing documents such as correspondence, newsletters, forms, and reports; maintaining and ensuring accuracy of data files, keycards, filing systems and records; tracking budget and student fund expenditures; dispatching; and, as assigned verifying accuracy of lower level support staffs' work.

Incumbents may act as lead worker for other administrative/business support staff making work assignments and determining completion of work.

The Administrative/Business Support Technician is distinguished from the Administrative/Business Support Specialist in that the Administrative/Business Support Specialist serves as either a lead for Administrative Support Technicians or performs specialized duties requiring experience in their area of assignment.



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<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
<p>Provides administrative/business support to area(s) of assignment such as:</p> <ul style="list-style-type: none"> • Preparing and distributing pay checks to include calculating, auditing, and balancing employee time, generating checks, and preparing documentation; • Assisting in registering and withdrawing students; • Performing inventory/property control functions; • Supporting school activities including dispatching, maintaining supplies, tracking budget and student fund expenditures, and providing assistance in the determination of allocation of funds for student activities; • Acting as lead worker for other Administrative/Business Support personnel. 	Daily 25%	A/1-B/2
Facilitates daily office operation including such activities as answering phones and greeting walk-in traffic and appointments, supplying information as requested, dispatching buses and other vehicles, processing mail and email, maintaining calendars, scheduling appointments and facility use, monitoring keys, organizing events, maintaining inventories and utility logs, filing documents and correspondence, and maintaining supplies and collections.	Daily 25%	A/1
Prepares and composes documents and correspondence including, letters, memorandums, forms, charts, press releases, newsletters, email, bulletins, handbooks, reports and other materials.	Daily 15%	A/1
Processes forms and documents such as applications, personnel actions, student paperwork, benefit and employee leave records, employee contracts, payroll documentation, invoices, purchase and works orders and bid applications.	Daily 10%	A/1 – B2
Performs data entry into general and specialized systems including payroll, budget/expenditure information, purchase order logs, student information, and employee benefit and evaluation.	Daily 5%	A/1 – B2
Performs other duties of a similar nature and level as assigned.	As Required	



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Training And Experience:

High School Diploma or GED and two to four years of office experience including one year of assigned specialized experience are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- None

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Office principles, practices and procedures; and
- Subject matter process and methodology related to area of assignment.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Customer service;
- Records management and data entry;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to hazardous materials, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Prepared by Fox Lawson & Associates 03.18.09

