

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Administrative Support Technician

BAND	GRADE	SUBGRADE
A	1	3
DEPARTMENT: Administrative/Clerical	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for performing routine clerical support activities. Duties might include: processing a variety of forms and documents such as field trip paperwork, benefit records, payroll documents, invoices, purchase requisitions/orders, Personnel Action Reports, work orders and bid applications; performing data entry into specialized systems; preparing a variety of documents such as correspondence, newsletters, computer generated reports and work shop materials; maintaining and ensuring accuracy of data files and records; tracking budget and student fund expenditures; maintaining key cards; verifying accuracy of lower level support staffs' work; registering and withdrawing students; coordinating and scheduling facility usage; creating new forms, creating and maintaining filing systems; inventorying and ordering supplies; maintaining calendars and scheduling appointments; making travel arrangements; and, maintaining school calendars		
DISTINGUISHING CHARACTERISTICS: The Administrative Support Technician is the second level in a four level office support series. The Administrative Support Technician is distinguished from the Administrative Support Assistant in that the Administrative Support Technician performs a variety of office support activities requiring defined decision making and office experience. The Administrative Support Technician is distinguished from the Administrative Support Specialist in that the Administrative Support Specialist serves as either a lead for Administrative Support Technicians or performs specialized duties requiring specialized experience in their area of assignment.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Answers phones and greets walk-in traffic and appointments to include supplying information as requested, directing calls to appropriate parties, and answering routine questions.	Daily	A1

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2.	Processes new employees to include taking fingerprints, making ID badges, distributing clearance cards, preparing paperwork for Arizona Department of Public Safety, and faxing and inputting background forms into Human Resources Systems; organizes support staff new hire orientation participation to include information on dates and organization sign-up; and, prepares orientation packets.	Daily	A1
3.	Distributes, sorts, and time and date stamps department mail.	Daily	A1
4.	Completes overflow routing responsibilities and acts as relief router as needed.	Daily	A1
5.	Tracks the budget and student fund expenditures to include assisting the principal with school budget by determining allocation of funds for teams/departments and serving as student activities budget manager.	Daily	A1
6.	Monitors inventory of supplies, orders materials, and organizes materials for distribution to schools and communities.	Daily	A1
7.	Processes a variety of forms and documents such as field trip paperwork, benefit records, employee contracts, payroll documents, invoices, purchase requisitions/orders, Personnel Action Reports, work orders, leave paperwork for employees away from work, and bid applications.	Daily	A1
8.	Prepares and distributes paychecks to include calculating, auditing, and balancing time logs and time cards, verifying prelist, generating checks, preparing documentation for Board approval, and updating accounts payable program for current processing period.	Daily	A1

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9.	Performs data entry into specialized systems to include payroll, purchase order log, student information, and staff employee evaluation information.	Daily	A1
10.	Calculating salary information, placing newspaper ads for job vacancies, preparing application and new hire packets, and explaining school rules, room location, and attendance procedures.	Daily	A1
11.	Maintains utility logs to provide information to maintenance technician on energy management and communication technician on proper use of phone services.	Daily	A1
12.	Coordinates and schedules facility usage for daily meetings, training, events, and workshops to include determining room availability, capacity, equipment needs, workers necessary for setup, filling out paperwork, and security procedures training.	Daily	A1
13.	Registers and withdraws students.	Daily	A1
14.	Prepares and composes a variety of documents and correspondence such as letters, memorandums, forms, charts, press releases, newsletters, e-mails, bulletins, student handbooks, computer generated reports, and work shop materials.	Daily	A1
15.	Facilitating daily operations of offices to include maintaining calendars and scheduling appointments, making travel arrangements, maintaining school calendars, setting up and maintaining keys and key cards, organizing field trips, facilitating parent volunteer tasks, designing and printing academic awards, maintaining asset inventories and inventorying equipment, filing insurance forms, maintaining video collections and library materials and verifying accuracy of lower level support staffs' work.	Daily	A1

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16.	Maintains employee personnel information; sends information to other departments and State organizations; and, prepares employee personnel files for employee review.	Weekly	A1
17.	Maintains necessary science kits and supplies and provides care for live organisms.	Weekly	A1
18.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- District policies and procedures and State requirements;
- Office procedures;
- Organizational structure within the school District; school locations and administrators;
- Community education programs;
- School events and activities;
- Basic accounting procedures to monitor and track budgets, and to calculate and audit payroll;
- Required safety equipment and training;

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Skills (position requirements at entry):

Skill in:

- Using office and school equipment such as telephones, notary stamps, fingerprint card holders, ink pads, copy machines, printers, fax machines, switchboard consoles, two-way radios, intercom systems, laminating machines, typewriters, binding machines, calculators, check endorsers, microfilm readers, and shredders;
- Using computers and accompanying software applications;
- Using video cameras and imaging systems;
- Customer service, telephone etiquette, and dealing with the general public;
- Composing letters, correspondence, and other written materials;
- Time management and task prioritizing;
- Data entry;
- Typing;
- Using basic mathematics to include addition, subtraction, multiplication, and division;
- Gathering and organizing information, keeping track of events, and filing;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or a General Equivalency Diploma (G.E.D.) and two years of office experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None Required.

Physical Requirements:

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

Incumbents may be subjected to hazardous materials, 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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (ARK)

Revised by Human Resources: 7/00

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