

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Budget Records Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Finance Division	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	032 OTBS
<b>REVISED:</b>	July 1, 2002		

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**BASIC FUNCTION:**

Perform a variety of advanced and complex clerical duties related to the generation and production of budget report documents, financial schedules, and other narrative and statistical reports using the district financial data base and budget development data base and related computer systems, and provide specialized information for the district.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

**E = Essential Functions**

Prepare budget reports, financial schedules, and other narrative and statistical reports and documents. **E**

Select, classify, and compile information and data. **E**

Prepare complex administrative or technical reports, analyses, and summaries including budget documentation. **E**

Initiate, organize, and maintain files. **E**

Generate data base searches on a microcomputer to extract a variety of lists, reports and schedules. **E**

Compose and type letters, memos, and other materials. **E**

Operate standard office machines. **E**

Operate microcomputers and word processing equipment. **E**

Review and audit reports for accuracy and make necessary corrections, additions, and deletions. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to three years of recent, full-time, paid, increasingly responsible office clerical experience including one year of satisfactory service in a lower level office clerical or secretarial job class with a school district. Graduation from a recognized four-year college with a business, secretarial, or related major may be substituted for one year of the experience requirement (exclusive of the school district experience requirement).

**LICENSES AND OTHER REQUIREMENTS:**

Typing/Keyboarding certificate at a net, corrected speed of 30 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Standard office equipment and procedures.  
Electronic billing systems.  
Reading and writing English communication skills.

**ABILITY TO:**

Organize diversified data.  
Type complex narrative and statistical reports.  
Use microcomputers and word processing equipment.  
Type at a net corrected speed of 30 words per minute.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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