

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Impact Aid Survey Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Finance Division	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	034 OTBS
ISSUED:	February 19, 2003		

BASIC FUNCTION:

Independently organize, conduct, and lead activities related to the federal impact aid survey; perform accounts receivable functions for the rental and lease of district properties.

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

Plan and organize the federal impact aid survey activities. **E**

Distribute, collect, screen, and process all forms related to district participation in the federal impact aid survey. **E**

Compile survey data. **E**

Prepare statistical reports, status reports, forecasts, applications for funds, and related documents, as required. **E**

Establish dates and schedules in accordance with existing guidelines. **E**

Contact district staff and outside agencies, regarding existing and proposed changes in reporting requirements. **E**

Review and interpret survey process and data for district staff, outside agencies and parents. **E**

Classify and reconcile survey data and provide necessary documentation to auditors. **E**

Research problems and complete special assignments related to the survey data. **E**

Attend and/or make presentations at meetings and workshops. **E**

Perform various accounting-clerical tasks related to the accounts receivable function for the rental and lease of district property. **E**

Complete special assignments and perform other general accounting-clerical functions as assigned. **E**

Prepare correspondence and forms. **E**

Operate standard office machines, word processing equipment, and basic on-line data terminals. **E**

Train and direct the work of clerical assistants. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to formal bookkeeping or accounting training and three years of recent, progressively responsible, full-time equivalent, paid bookkeeping, accounting, or fiscal/clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General office procedures.

Reading and writing English communication skills.

ABILITY TO:

Organize statistical data and develop reports.

Apply accounting-clerical principles and procedures.

Train and direct the work of others.

Operate standard office equipment including microcomputers and related software applications.

Type/keyboard at a net, corrected speed of 25 words per minute.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines.

Maintain records and prepare reports.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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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Job Code 6064

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