

ATTENDANCE TECHNICIANDEFINITION

Under general supervision, performs tasks pertaining to the compilation, preparation, and maintenance of the District's attendance reports and records; monitors and develops record keeping procedures related to attendance areas; performs difficult and responsible accounting in connection with maintaining and inspecting financial and statistical records; and performs related work as required.

CLASS CHARACTERISTICS

Incumbents perform record keeping duties of above-average difficulty, requiring a thorough knowledge of attendance accounting and of financial and statistical record keeping procedures; incumbents exercise considerable initiative in the development of procedures and the resolution of problems encountered in their work; incumbents remain current on changes in attendance accounting requirements in order to update District procedures and to meet time lines established by County and State offices.

EXAMPLES OF DUTIES

Develops or assists in the development of record keeping procedures. *E*

Researches, gathers, assembles, and analyzes information and prepares numerous local, state and federal reports; gathers required supporting documents and arranges with District data processing for preparation of reports. *E*

Performs mathematical calculations, including computations of financial or statistical transactions; summarizes independently. *E*

Posts data to records, checks and balances totals. *E*

Receives and compiles financial or statistical documents; screens and monitors records and documents for accuracy and conformance to established legal and procedural requirements. *E*

Answers telephone and written inquiries and gives out authoritative information on records maintained. *E*

Reconciles and abstracts data which emanates from a variety of sources. *E*

Operates a computer terminal to enter, extract, compile, and arrange data. *E*

Assists and consults with supervisors in the preparation of special reports and on unusual problems involving deviation from policy or precedent. *E*

EXAMPLES OF DUTIES (cont.)

Attends out-of-District meetings related to assigned functional area of responsibility. *E*

Assists school attendance personnel. *E*

Performs related work as required.

Knowledge of:

1. Methods, practices and terminology used in attendance accounting in financial and statistical record keeping;
2. Data processing as it relates to financial and statistical record keeping;
3. Modern office equipment and procedures;
4. Business math.

Ability to:

1. Prepare clear and accurate reports and statements;
2. Operate a personal computer and be proficient in word processing;
3. Make mathematical calculations with speed and accuracy;
4. Compare numbers and detect errors;
5. Read, understand and interpret laws, rules, and regulations;
6. Operate a computer, typewriter, and calculator by touch quickly and accurately;
7. Develop procedures;
8. Meet quality and time requirements with a high degree of independence;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience in performing attendance accounting in a California school district and in financial or statistical record keeping, including the maintenance of difficult records and the composition of reports. This position will require familiarity with attendance accounting in a California school district;

or

Full-charge bookkeeping experience in maintaining moderately difficult books or financial record keeping as related to attendance accounting and completion of college-level course work in accounting and financial record keeping.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; sitting for extended periods of time; seeing to read and review the accuracy of complex financial or statistical data; and hearing and speaking to exchange information;

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