



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE: *Business Technician* # 2145
Migrant Education

SALARY PLACEMENT: Range O, Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

High school diploma or equivalent. Business/computer/accounting courses obtained through a community college, trade or correspondence school. Experience of a closely related field may be substituted.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Knowledge of modern office practices and procedures; data processing; good record-keeping techniques; Macintosh computer skills, including Microsoft Word and Excel. Bilingual language skills in Spanish preferred, but not required.

MINIMUM EXPERIENCE:

Five (5) years of experience performing clerical/business functions, including the review of fiscal and statistical records.

DESIRABLE EXPERIENCE:

Experience working in a school district or county office of education.

SKILLS AND ABILITIES:

Knowledge of: Principles, methods and practices of financial record-keeping, proper English usage, spelling, grammar and punctuation. Ability to: apply laws, policies and procedures pertaining to the fiscal operation of the Migrant Education Program; perform calculations and post data rapidly and accurately; perform fiscal/personnel-related duties requiring independent judgement attentive to strict deadlines, and ensure tasks are completed. Proof of valid California driver's license and minimum amount of liability insurance required by law; insurable by the SJCOE carrier. DMV printout required. Must furnish own transportation as required to fulfill job duties. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under the direction of the Director of Migrant Education maintain all fiscal records. Functions as liaison between the Migrant Education Program and the SJCOE business department.

Business Technician, Migrant Education

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ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Prepare purchase orders, and travel and reimbursement, etc.
2. Maintain a database that produces a monthly report to districts regarding their expenditures.
3. Monitor district reimbursement claims to ensure they are as per the service agreement.
4. Assist district staff as necessary in the preparation of their reimbursement claims.

5. Prepare costs/reports as directed.
6. Use current technology and equipment.
7. Prepare requests as necessary for cash advance and other payment by SJCOE.
7. Assist in all budget preparation in regards to Migrant Education specifically the regional application and district service agreements.
8. Operate a vehicle in the course of carrying out assigned duties.
10. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in an educational environment, and/or make home visitations, and come in direct contact with students, SJCOE staff, district staff, the migrant community, and the public.