

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Attendance Technician I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Attendance Technician	FLSA:	Non-Exempt
JOB CLASS CODE:	0586	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Assigned Secondary or Adult School		

Maintain adult school attendance database; generate calendar and schedules for school year and classes. **E**
Perform a variety of related cle

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School office environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.