

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Office Assistant, Youth Development Support Services	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9848	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Youth Development Support Services	<b>SALARY:</b>	Range 46 Salary Schedule F
<b>REPORTS TO:</b>	Director, Youth Development Support Services	<b>HR APPROVAL:</b>	5-15-2024, 8-12-2022
		<b>CABINET APPROVAL:</b>	8-12-2022

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**BASIC FUNCTION:**

Perform diverse, financial duties related to fiscal and budget processes including development of per diem records, salary computation of all certificated and classified positions, preparing accurate financial reports and documents for budgetary control purposes of all state, federal, and public grants, contracts, or entitlements as well as other funding sources, and assure fiscal compliance with state and federal funding.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential**

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Prepare timesheets; monitor hours on per diems; submit monthly and per diem payroll. **E**

Compose memos, letters, flyers, charts, matrixes, and other materials independently or from the rough draft. **E**

Perform technical work requiring a thorough knowledge of department policies and procedures; handle unusual or difficult problems referred by the administrator and/or department staff. **E**

Perform detailed and accurate computer functions using the finance system; operate and understand system functions related to assigned duties, as well as other software applications. **E**

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Health and safety regulations.

**ABILITY TO:**

Prepare detailed and accurate bargaining unit reports.

Ensure the success of a specific grant or categorically-funded project

Assemble confidential and sensitive information related to labor relations and negotiations.

Record or take notes at meetings, and transcribe minutes accurately.

Operate a computer, related software, and standard office equipment.

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