

JOB DESCRIPTION

Job Title: *Migrant Office Support/Data Technician (7374)*

Job Summary:

The job of Migrant Office Support/Data Technician is done for the purpose/s of performing a variety of specialized and difficult clerical and stenographic work to relieve supervisors of clerical details and performs related work as required under general supervision. Inputs data into the Migrant Student and Information System data base for the purpose of maintaining an accurate student count and reporting data.

Essential Functions:

- ▶ Enters/inputs student and program data (i.e. COE's, mass enrollments, and withdrawals) for the purpose of maintaining migrant student data accurately and preparing reports for review and information to CDE, school districts, staff, and other sources as necessary.
- ▶ Interviews/Greets callers, school district personnel, CDE staff, MEP staff and the general public for the purpose of providing information, routing telephone calls, taking messages and answering questions on routine matters.
- ▶ Maintains/Files records, central files, electronic filing system and other records as appropriate for the purpose of maintaining an organized central and electronic filing system for easy reference and retrieval.
- ▶ Makes arrangements for meetings, conferences, workshops, business trips for the purpose of facilitating program needs for parents, students and staff.
- ▶ Operates a variety of office equipment for the purpose of facilitating the accomplishment of tasks.
- ▶ Performs other duties as necessary for the purpose of facilitating program needs.
- ▶ Prepares reports, schedules, correspondence, flyers, bulletins, calendars, brochures, county office forms for the purpose of maintaining an informed workforce and continuing the professional image of the MEP with the general public, CDE staff, school district personnel and other collaborating agencies.
- ▶ Screens/Stamps/Routes correspondence, mail and other means of communication for the purpose of distributing information and maintaining staff awareness of news, conferences, and other communications as appropriate.
- ▶ Types/Transcribes minutes of meetings, conferences and seminars for the purpose of maintaining and disseminating records and data to MEP staff, school districts, the general public and other sources needing information.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - Type at 50 words per minute;
 - prepare correspondence, flyers, bulletins, calendars, schedules, reports and other communications;
 - do data entry.
- ▶ **Knowledge of:**
 - computers and software programs i.e., Excel, PowerPoint, and Word,
 - filing, organizing, and prioritizing;
 - standard office equipment i.e., fax, copier, printer, etc.
 - modern office practices and procedures.
- ▶ **Ability to:**
 - communicate effectively;
 - organize;
 - prioritize;
 - maintain files and records in a timely and accurate manner.

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and some fine finger dexterity. Generally the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Required:

- ▶ Job Related Experience is required.

Education Required:

- ▶ High School Diploma or Equivalent.

Licenses, Clearances, Certificates, Testing and/or Bonding Required:

- ▶ Typing Certificate verifying 50 wpm.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid CA Driver's License and proof of automobile insurance.

FLSA Status: Non Exempt

September 2003

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.