

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE:	SNS-COMPUTER SYSTEMS OPERATOR/SECRETARY	REPORTS TO:	Director, Student Nutrition Services
DEPARTMENT:	Student Nutrition Services	CLASSIFICATION:	Classified
WORK YEAR:	44 12 months	SALARY:	Range 24

Basic Function:

Maintains and updates the department POS System and communication system. Performs specialized and complex secretarial and clerical duties in the Student Nutrition Services (SNS) department involving the use of independent judgment and an understanding of the local, state and federal policies and procedures governing lunch applications and all child nutrition programs.

Essential Functions and Representative Duties:

Operates, maintains, and updates computer systems.**E**

Processes all meal program eligibility applications.**E**

Provides follow-up on all questions from district personnel relative to lunch application eligibility.**E**

Answers district-wide questions from administrators, teachers, parents through knowledge and understanding of SNS functions.**E**

Contacts substitute Student Nutrition assistants.**E**

Serves as secretary/office assistant in organizing all communication for SNS program. (compose correspondence, prepares reports, maintains files in organized and efficient manner, types purchase requisitions).**E**

Screens and sorts in-coming mail for department. Receives, screens and logs all telephone calls.**E**

Compiles and prepares statistical reports and maintains accurate accounts of program budget.**E**

Maintains and prepares attendance reports and time sheets for personnel in the department.**E**

Insures that schedules and priorities are met.**E**

Maintains confidential information as appropriate.**E**

Maintains a petty cash account for department.**E**

Performs related duties as required.**E**

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENTRANCE QUALIFICATIONS:

Any combination equivalent to: Graduation from high school, including or supplemented by courses in typing, word-processing, database applications, and office practices/procedures. Three (3) years of office clerical experience, at least one (1) year of which has been at a responsible position involving accurate records duties. Ability to pass the District Proficiency Examination at the appropriate level of the job classification.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Accounting and/or accurate bookkeeping procedures.
Public communications, professional office methods and procedures.
Correct English usage, composition, grammar, spelling, punctuation and vocabulary for both oral communications and written reports.
Proper organization of an office, including filing, appointments and scheduling, record keeping, computer program filing systems and related operations.
Federal, State and District guidelines and procedures related to the particular assignment.
Proper telephone techniques.
School district organization, objectives and goals.
School district procedures and policies.
Operation of a personal computer and related software such as database systems.

ABILITY TO:

Perform and coordinate office, secretarial work involving independent judgment, accuracy and speed.
Adapt office procedures to changing organizational needs by updating, developing and implementing effective procedures.
Organize clear and comprehensive reports.
Maintain technical records.
Understand, interpret and apply technical and legal procedures to specific situations.
Compose correspondence independently from general instructions.
Maintain cooperative working relationships with those contacted during the performance of required duties.
Arrange meetings and take minutes of meetings.
Type/keyboard 55 wpm from clear copy.
Meet schedules and time lines.
Prioritize and schedule work.

WORKING CONDITIONS:**ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment; subject to eyestrain from computer terminal.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS (continued):

Vision (which may be corrected) to read small print; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required; work which is primarily sedentary; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reaching overhead, above the shoulders and horizontally; stooping and bending; hearing and speaking to exchange information in person or on the telephone; seeing to assure complete and accurate reports; sitting or standing for extended periods of time.

LICENSES:

Possess and maintain a valid California Motor Vehicle Operator's license.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional related duties are performed by the individuals currently holding this position and additional duties may be assigned.

07/05

07/06

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