

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Program Eligibility Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Varies	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-32/CSEA 125 Salary Schedule

(Former Classification: Eligibility Clerk)

BASIC FUNCTION:

Under the general direction of an assigned supervisor, perform clerical work in maintaining eligibility, financial and enrollment records for a variety of local, State and federally-funded programs; determine eligibility of families for acceptance into various programs to provide students access to high quality learning options and a variety of activities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Perform clerical work in maintaining eligibility, financial and enrollment records for a variety of local, State and federally-funded programs; determine eligibility of families for acceptance into various programs; prepare notices of approval or denial to provide reasonable, timely delivery of professional services; maintain waiting lists. *E*

Receive, maintain and monitor a variety of applications; verify accuracy and completeness of applications in a reasonable, timely manner to ensure proper processing of information. *E*

Maintain accurate family, attendance and enrollment records, prepare related reports, submit to appropriate personnel, and file as directed. *E*

Communicate with teachers, families or appropriate personnel to verify student absences and explanations; provide information related to students as appropriate; provide information to the public as needed. *E*

Operate a computer and other office equipment including but not limited to copiers, typewriters, fax machines, computers and assigned software. *E*

Maintain ledgers, expenditures and other budget information as required to assist in ensuring the financial viability of the District; prepare reports and records for auditing; order and maintain supplies as needed. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of experience in record-keeping, accounting and maintaining databases.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and Federal regulations and District policies regarding the program administered by the department.

Accounting and record-keeping practices and terminology.

Operation of a computer and related software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform clerical work in maintaining eligibility, financial and enrollment records for a variety of local, State and Federally funded programs.

Determine eligibility of families for acceptance into various programs.

Maintain current knowledge of governmental regulations.

Communicate, understand and follow both oral and written directions effectively.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Plan, organize and prioritize work to meet schedules and time lines.

Maintain records and prepare reports.

Type at 40 words per minute.

Operate a computer to enter data, maintain records and generate reports.

Learn diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Learn current laws, rules and regulations related to assigned activities.

Learn new or updated computer systems/programs to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information; seeing to read and review applications; reaching overhead, above the shoulders and horizontally, bending at the waist, or kneeling or crouching to retrieve files and other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions