

CATEGORICAL PROGRAMS TECHNICIAN

DEFINITION

Under direction, perform technical and responsible functions and activities pertaining to State specially funded projects; perform responsible and specialized secretarial and clerical tasks; and do other related work as required

ESSENTIAL FUNCTIONS

Perform a variety of technical functions pertaining to the completion of special project applications, including the submission of amendments and revisions to the original applications; confer with project managers and participants in compiling and formatting project documentation; prepare preliminary drafts of project applications, amendments, revisions, and other documents for supervisor's review and editing; may provide technical second language interpreting and translation tasks as required; coordinate and manage all required paperwork, timelines for student work study programs; may assist with evaluation of language skills of candidates where there is a bilingual job requirement; initiate routine correspondence and memoranda in responding to inquiries and follow-up requests for information and data; review, research, and abstract information pertaining to County and State required reports, including the annual language census report; assist in budget and expenditure control procedures which involve the review of project budgets and expenditures; may serve as representative at special project information meetings and prepare meeting summaries for supervisor's review; perform a variety of secretarial and clerical functions, including typing, filing, taking and transcribing dictation, answering the telephone, assisting office visitors, and other similar tasks; may perform second language interpreting and translation tasks as required; assist in serving as a liaison for the District with Federal, State, and County departments.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, procedures, techniques, and practices pertaining to special project funding processes;
Legal mandates, policies, regulations, and guidelines concerning special project application processes and budget and expenditure control procedures;
Fiscal record management, storage, and retrieval systems;
Use of internet for research purposes;
Standard office machines, equipment, and computers;
Various word processing and database software programs;
Correct English and second language usage, grammar, spelling, and punctuation and arithmetic concepts.

Ability to:

Effectively and efficiently perform complex and responsible tasks pertaining to special project funding and record management processes;
Prepare clear and concise reports pertaining to specialized and technical subject matter;
Apply complex policies, regulations, guidelines, and operational procedures;
Communicate effectively in oral and written form;
Make arithmetical calculations with speed and accuracy;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy; take dictation and transcribe notes at a rate necessary to meet the requirements of the assigned position; proficient operation of electronic dictation equipment or the ability to learn quickly; capable operation of word processing equipment and/or computer terminals.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of the twelfth grade, supplemented by training or course work in business office management, statistical and fiscal record management procedures, or related technical skill areas.

Experience:

Three years of experience performing technical and responsible secretarial or clerical functions, including one year involved with special project funding processes.

Special Requirements:

Ability to read, write and translate Spanish or another non-English language may be required for positions in this class.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license and qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I