

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

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**TITLE:** Admissions and Family Services Technician    **CLASSIFICATION:** Classified Non-Management

Assist other personnel as may be required to support them in the completion of their work activities; may direct the work of other clerical personnel, as well as students. **E**

Prepare correspondence, records, reports, bulletins, or other materials as needed. **E**

Transmit confidential or sensitive information as appropriate. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and three years of clerical experience involving public contact, preferably including at least two years of experience in a school district.

**LICENSES AND OTHER REQUIREMENTS:**

, and provide proof of insurance. May occasionally work overtime and on weekends. Specific languages may be required. Overall scores in computer software testing program preferred as follows:

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions, may travel to school sites to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve or store records, files, and supplies from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read small print, various documents related to assigned activities, and view a computer monitor; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.