

**Job Description**

Job Title: **Business Application Support Clerk**  
 Job Family: **Central Administration Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **December 13, 2007**

Job Code: **050201**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 22**  
 Typical Work Year: **12 month**

**SUMMARY:** Supports all areas of the department and personnel by providing varied and complex support in most of the following areas: system administration, finance, office support, office administration, direction/guidance, training, reporting, coverage, customer services, payroll, revenue and licensing. Responsible for quality assurance of department data and documentation. Assists department administration with creating, training, and supervision of department processes and policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for managing complex departmental databases such as Maximo, FleetPro, etc. First point of contact for staff and vendors regarding system and/or support issues, questions, and concerns. Zip and FTP database to vendor when needed for repairs/patches. Customize and configure database as needed. Upgrade server and/or individual machines per IT protocols as needed. Maintain organized list of bugs and/or enhancements needed/wanted for the program, make suggestions and provide documentation. Main resource for inputting data, creating and/or customizing reports on a weekly, monthly, quarterly or annual basis. Use database system to capture and report on department relevant information and /or to schedule department specific activities. Analyze data for accuracy to ensure data integrity. Identify and correct errors. Attend meetings, conferences and training to remain current with the system upgrades and capabilities.	D	37%
2. Provides office and clerical support for department by maintaining office machines and performing minor IT support and troubleshooting. Sort and delivery mail. Assist with organizing and participating in department projects. Maintains department calendar/schedules. Report maintenance needs/issues to Maintenance staff. Coordinates meeting dates and appointments, schedules locations, orders refreshments, provides meeting minutes, generates letters, issues and maintains records of building keys and other district items. Gathers, verifies and compiles information and documentation for various department reports. Provides other department specific clerical support. Coordinates travel arrangements including airline, hotel and travel expenses. Provides backup assistance and coverage for other areas.	D	17%
3. Work with and maintain confidential department personnel files. Generate personnel related paperwork such as requisitions, change forms, etc. Provides administrative support/assistance by assisting with interviewing/hiring, addressing complaints, resolving problems and training. Work with department director on foregoing activities.	D	11%
4. Responsible for creating, preparing and verifying reports used for billing, invoice charges in the Summit Financial System (SFS) and distribute copies to the appropriate departments. Monitors annual budget, purchases items, generates purchase orders, manages purchasing card accounts and transactions, pays invoices, prepares and processes billing for internal/external customers for department services, maintains department petty cash account. Pursues receipt of overdue amounts and prepares support documentation for recovery of amounts. Prepares and maintains related files, records and reports. Monitors department accounts to ensure expenses are made from the correct accounts.	D	10%
5. Responsible for tracking, preparing and verifying payroll information for department.	W	10%
6. Provides customer service support for department. Assists customers, with their needs, provide information requested or needed information. Screens and directs visitors. Answers, screens and directs incoming calls (telephone and/or radio communication).	D	7%
7. Trains and provides guidance to employees regarding department and district procedures and policies in areas such as time sheets, supplementals and computer applications.	D	5%
8. Perform other job-related duties as assigned.	Ongoing	3%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Post-secondary courses in business administration, budget/accounting, and office management preferred.
- Minimum of five years experience in clerical and office support.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Advanced knowledge of MS Office products.
- Extensive knowledge of database management including knowledge of queries and data analysis.
- Excellent keyboarding skills.
- Basic math skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of department, district and relevant state policies and procedures required within 6 months of entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Transportation or Maintenance Department Director	5010 or 3065

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Responsible for assisting with interviewing, hiring and training employees; and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Monitors department accounts to ensure expenses are made from correct account.
- Manages department petty cash account.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	