



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

STATISTICAL TECHNICIAN

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform specific accounting, data entry, and clerical functions in connection with approving, processing, and maintaining meal application records and/or gather and maintain student data for USDA application and verification; utilize manual and computer systems to prepare Nutrition Services' related reports and records; interact with the public and respond to telephone inquiries exercise independent judgment in the application and interpretation of rules, regulations and procedures; perform other job-related duties as assigned and/or required.

ESSENTIAL DUTIES:

- Adhere to guidelines established by the U.S. Department of Agriculture (USDA) and State Board of Education Department of Child Nutrition relating to the National School Lunch Program (NSLP). Breakfast, Child and Adult Care Food Program (CACFP), Snack Program, and Fresh Fruit and Vegetable Program (FFVP).
- Receive, check, review and verify entered data against a variety of documents and/or prepares data information for the Community Eligibility Provision; update and monitor data; enter additions, changes and deletions according to prescribed procedures; prepare statistical data for schools, faculty, administrators and specialists; answer questions related to information needed.
- Prepare reports from state and local agencies to import data to the Nutrition Services program.
- Determine the meal eligibility of students for the Nutrition Services program.
- Participate in developing new procedures as needed and assist in ensuring that established procedures are carried out efficiently.
- Maintain and update student and family meal application records and/or prepare data information for the Community Eligibility Provision and files; maintain confidentiality of records.
- Establish, balance, verify, adjust and maintain accounting and fiscally related records and reports; perform complex mathematical calculations and verify computations.
- Receives money and prepares a record of cash receipts.
- Assist parents and guardian in completing the meal application.
- Receive, review, process, file and maintain all meal applications; conduct meal application verification in accordance with USDA regulations; control temporary approvals, transfers and deletions of applicants; verify parent or guardian income eligibility as stated on meal application and/or verify students Direct Certification and Extended Direct Certification if needed.
- Collaborate with other district departments, county and community offices.
- Operate a variety of office machines such as calculator, copier, computer and assigned software.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, and practices of statistical record keeping work involving data processing.
- Formats and procedures for entering and retrieving various types of data.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of a computer and assigned software including use of data entry and output equipment.
- Modern office practices, procedures, and equipment.
- Telephone techniques and etiquette.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Mathematical computations.

ABILITY TO:

- Perform complex accounting and statistical record keeping functions.
- Read, interpret and follow complex rules, regulations, policies and procedures.
- Verify accuracy and completeness of documents and process data.
- Compile, maintain and submit accurate and complete records.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Meet schedules and timelines.
- Maintain confidentiality of student and family records.
- Plan and organize work.
- Prepare and maintain records and files.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Make mathematical computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Four years of highly responsible clerical experience including two years' technical accounting and record keeping experience including the entering of complex data on a computer terminal. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Coursework in computer applications, business practices, accounting, automated record management, storage and retrieval systems is preferred, but not required.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will occasionally exert 10 to 35 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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