

Rialto Unified School District

STATISTICAL TECHNICIAN – NUTRITION SERVICES

DEFINITION

Under general direction, performs specific accounting, data entry, and clerical functions in connection with approving, processing and maintaining meal application records, involving manual and computer systems to prepare Nutrition Services related reports and records, interact

Statistical Technician –Nutrition Services

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techniques and etiquette; record keeping techniques; correct English and Spanish usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills (bilingual Spanish/English); interpersonal skills.

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; read and interpret data processing printouts; understand and follow oral and written directions; establish and maintain effective working relationships with others; work independently with little direction; meet schedules and time lines; maintain confidentiality of student and family records; communicate effectively with student and adults; plan and organize work; maintain records and files; work confidentially with discretion; communicate effectively both orally and in writing (bilingual Spanish/English); operates a computer terminal, printer, typewriter, copiers and calculator; translate letters, meal applications and other documents written in English into grammatically correct Spanish; work effectively in multiethnic setting; exercise independent judgment.

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

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position 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

EXPERIENCE AND EDUCATION

Experience: Four years of highly responsible clerical experience including two years technical accounting and record keeping