

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

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<b>TITLE:</b>	Attendance Technician I	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	Attendance Technician	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0586	<b>WORK YEAR:</b>	10 to 12 Months
<b>DEPARTMENT:</b>	Assigned Secondary or Adult School		

Maintain adult school attendance database; generate calendar and schedules for school year and classes. **E**  
Perform a variety of related cle

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

School office environment; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

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

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.