

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Office Technician III

Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; may operate a scanner; operate standard office equipment. **E**

Monitor and maintain office or program budgets according to established guidelines; order supplies and materials as assigned, and maintain inventory.

