

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SCHOOL BUSINESS ASSISTANT

TITLE #: 1553

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a school administrator, an incumbent in this position is responsible for assisting and carrying out administrative detail in the operating functions of a school district. May lead and direct the work of clerical support staff. The duties involve considerable leeway for independent judgment and action within established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains records pertaining to items purchased, costs, delivery, product information, inventories, and student accounts;

Reviews and processes all requisitions, purchase orders, claims, etc., and maintains appropriate records as required;

Records and oversees movement of all new assets acquired by the district;

Gathers information for and assists in the review, analysis and preparation of various reports;

Assists in developing and revising specifications for supplies and equipment;

Assists in analyzing bids and preparing recommendations for procurement;

Assists in planning and preparing tentative school budget for submission to the Board of Education;

May conduct research on sources of local, state and federal funding for the purpose of grant development;

May determine retention and disposal of school records;

May review activities of the custodial, maintenance and food service operations to assure compliance;

May perform central registration duties including but not limited to student enrollment, residency verification, record collection and placement coordination.

May lead and direct the work of clerical support staff as needed;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of purchasing and budgetary practices; good knowledge of office terminology, procedures and equipment; working knowledge of office management techniques; ability to maintain detailed records; ability to present data and reports clearly and concisely in either oral or written form; ability to establish successful relations and communications with others; ability to understand and carry out complex written and oral instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelors degree in Business Administration, Business Management, Organizational Management or related field and one (1) year of experience in cost analysis, budget preparation or purchasing; OR
- (B) Associates degree in Business Administration, Business Management or related field and three (3) years of experience as described in (A) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 12/7/23