

**BUDGET TECHNICIAN I/II/III**  
**GRANTS TECHNICIAN I/II/III**  
**ACCOUNTING TECHNICIAN I/II/III**

**12138**  
**12139**  
**13688**  
**US-15/16/17**

### **Definition**

Performs paraprofessional work in accounting, budgeting, grants processing, or general financial area; and performs related duties as required or assigned.

### **Typical Tasks** (illustrative only)

Provides general assistance to a coordinator or one or more analysts/specialists in a financial unit of a department or office; relieves coordinator or analysts/ specialists of routine and repetitive technical tasks; reviews, processes and reconciles documents and forms ensuring accuracy; determines and/or resolves discrepancies; maintains records of related business transactions; gathers, tabulates, and categorizes data for reports utilizes available computer technology to accomplish tasks; accumulates work experience and technical knowledge in the field of budgeting, accounting, and/or grants processing; and performs work with a high degree of independence.

### **Supervision Received/Given**

Receives limited supervision from an analyst, specialist, or coordinator. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required. May supervise lower-graded employees, as assigned.

### **Education/Experience/Skills**

Any combination of education and experience equivalent to graduation from high school, plus five years of progressively more responsible experience in the specialized field, two of which shall be at a level requiring independent. Can demonstrate knowledge of practices, procedures, and policies of the assigned office; and ability to operate a personal computer and related equipment to process, develop, analyze, and create data.

### **Career Ladder Advancement Criteria**

#### **To advance from US-15 to US-16:**

Incumbent must:

- have demonstrated knowledge of school division rules and regulations;
- have satisfactorily completed all training required for movement to the US-16 level;
- have attained a level of proficiency in the office procedures, processes, and systems deemed necessary by the program manager; and
- have successfully completed one year at the US-15 level.

#### **To advance from US-16 to US-17:**

Incumbent must:

- have satisfactorily completed all training required for movement to the US-17 level;
- have attained full mastery of office procedures, processes, and systems;
- have been able to assist with workflow planning;
- have been able to review work of other lower-graded employees for accuracy; and
- have successfully completed one year at the US-16 level.



**Revised: December 2003**