

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
2.02 Generate all checks for activity fund. Post activity of disbursals and receipts.	B2	D			2.03 Checks for activity fund were written in a timely manner and returned to schools and all receipts and disbursements were posted properly.
2.03 Maintain ledger, balance with various schools, reconcile checking account and compute interest earned and divide between schools. Prepare bank reconciliations.	B2	M			2.04 Balances were done at the end of each month and balances were met between schools and the bank. All schools received their share of the interest.
2.04 Maintain, compute and verify vouchers for special travel according to school district policies and Minnesota law.	B2	D			2.05 Spcial travel vouchers were computed and federal and district policy was maintained.
PREPARE AND DISSEMINATE REQUIRED REPORTS					
3.01 Manage workers compensation records: filling out First Report of Injury forms, contacting the hospical, clinic or Insurance Company. Participate in claims management and loss control.	B2	D			3.01 Workers compensation reports were completed and forwarded in a timely manner. All communication between the District, doctor and Berkley were done in a professional manner.
3.02 Act as liason between school employees and Insurance Company.	B2	D			3.02 Communication between Berkley and employees was done in a professional and confidential manner.
3.03 Coordinate the return to work policy working with the insurance company, physician, and employee to have them return to work with restrictions- -making sure all restrictions are adhered to by employee and supervisor. Generate temporary job descriptions if necessary.	B2	D			3.03 Employees were returned to work in a timely manner following the restrictions placed by the physician in either their former position or a temporary job. 3.04 Workers compensation OSHA reports were logged on the OSHA log sheets timely.
3.04 Generate and compile workers compensation OSHA reports.	B2	D			3.05 OSHA reports were submitted and posted in a timely manner.
3.05 Submit OSHA reports to the State of MN and follow posting procedures for displaying them in the District Schools.	A1	A			

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
MANAGE BENEFIT FILES					
4.01 Manage supplemental files for administrative personnel. Compute totals, maintain data base, check for accuracy, and submit for payment. Maintain the cumulative activity of each individual.	B2				4.01 Supplemental claims were correct and paid according to school district policy and MN law.
4.02 Manage Supplemental 105 Medical and Optical accounts for certified staff members (approx 400).	B2				4.02 Supplemental medical and optical accounts were maintained and all expenses were audited, checked for accuracy and submitted for payment.
-compute amounts each year according to		A			
fte of staff member; prorate for parttime employees					
-serve as liason person between district and		D			
staff for questions, appropriate expenditures, and					
given guidelines for 105 plan.		W			
-compile and verify all vouchers conformto					
current laws and 105 plan regulations		W			
-submit vouchers to accounts payable for					
payment, verify accuracy of checks produced and		W			
forward checks to employees					
-maintain data base for each employee		W			
including utilization and account balances.					
SUPERVISE AND DIRECT POST OFFICE					
CLERK/MONEY COUNTER PERSONNEL					
5.01 Train and supervise post office clerk/money counter personnel and assign work for same.	B2	D			5.01 Personnel were trained, supported, and direction for personnel was provided when necessary.
5.02 Manage bulk mailing activities for district. Disseminate bulk mailing regulations and guidelines to other departments when necessary educating departments on procedures and regulations.	A1	D			5.02 Office personnel was instructed in proper mailing procedures.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
MISCELLANEOUS DUTIES					
6.01 Prepare and distribute interschool phone directory and maintain an up to date list of all phones in the district.	A1	A			6.01 Phone lists were distributed to schools.
6.02 Perform duties as OSHA/safety secretary when required by the Safety Director and in accordance to OSHA requirements.	A1	D			6.02 Secretarial duties were done timely and to the satisfaction of the safety director.
6.03 Assist with payroll functions when necessary.	A1				6.03 payroll functions were performed as needed with direction from the payroll supervisor.
6.04 Compose and publish legal ads as required by law.	B2				6.04 Legal ads were published by law in the local newspaper.
6.05 Prepare bids as required by law for equipment, supplies and sale of excess items.	B2				6.05 Bids were typed and sent out as required by law.
6.06 Other duties as assigned by the director of business services.		D			6.06 All other duties assigned by the director of business services were done in a timely and accurate manner.