

## Fremont Union High School District

## Position Description

Position: Senior Clerical Assistant – Adult Ed	Range: 107
Department/Site: School Site	Work Year: 208
Reports to/Evaluated by: Assistant Principal	Months: 10

### Summary

Under the supervision of an Assistant Principal, performs recurring, yet technically oriented clerical and customer service duties within a department, program, equivalent function, or at a school site. Duties will vary depending on the assignment and will focus on providing clerical support to a high volume of transactions and/or visitors such as at a school campus. Understands and works effectively with people of differing cultures.

### Essential Duties and Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- May serve as receptionist, assisting visitors, staff or students in person or over the telephone, provides standard information related to area of assignment as well as analyzing information and making appropriate referrals.
- Provides customer service assistance to staff, parents, and/or students, including those with special needs. May introduce students and other members of the community to additional services and support.
- Composes and processes routine letters, memoranda, reports, work orders, requisitions (for items such as supplies) or other materials from straight copy, rough drafts, or verbal instructions. Prepares handbooks, schedules, brochures, and other program materials from existing formats.
- Provides work packets, keys, and orientation to substitute employees.
- Provides support to one or more individuals by maintaining files and schedules.
- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialized.
- May compile alphanumeric data, accounts for and posts financial transactions or other data and maintains various department information onto establish data entry formats, including shipping and receiving. Searches out information in departmental records and files.
- May maintain financial records for a small or limited scope fund or program with activities that include, processing of expenditures, documentation of inventory, preparation of accounts receivable and donation requests, and preparation of periodic financial reports.
- Collects and provides information between school or department and the District offices to support purchasing, accounts payable, timesheets, human resources transactions, miscellaneous forms, etc.
- Maintains records and files of documents processed for ready access and compiles various reports according to well-defined operating procedures. Maintains records of items requiring control, e.g., keys.

Senior Clerical Assistant

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- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats. May extract data from existing databases and convert to other formats.
- Serves as a support for other office staff, filling in to balance workload, solving difficult transactions, and researching files and records to resolve discrepancies.
- May assist with class registration duties such as originating and preparing registration packets, schedules, newsletters, and other general correspondence.
- Maintains confidentiality of private student information processed or received during the course of performing assigned duties.
- May receive, sort, and distribute incoming and outgoing mail and packages.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

- Requires knowledge of office practices, procedures and equipment, including filing systems, customer service and telephone techniques, and letter and report writing.
- Requires knowledge of procedures associated with processing financial transactions such as purchase orders and budget line item changes.
- Requires knowledge of personal computer-based software.
- Requires sufficient arithmetic skills to compute sums and statistics. Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare standardized correspondence.
- Requires sufficient human relations skills to present a positive image of the school site and district, maintain harmony among peers, convey technical information to others, and use patience in dealing with a diverse population.
- Must be able to perform clerical and secretarial work with speed and accuracy.
- Must be able to learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and special department terminology when performing assignments.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work cooperatively with staff, students, external organizations, and the public using patience and courtesy.
- Requires the ability to maintain confidentiality of private and sensitive information.
- Requires the ability to perform work on varying shifts.

### **▪ Physical Abilities**

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.

- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.

▪ **Education and Experience**

Requires a High School diploma or its equivalent supplemented by training in typing and office procedures, and three years of clerical experience including responsibilities for accurate record keeping.

▪ **Licenses and Certificates**

May require a valid driver's license. Requires fingerprint clearance from the Department of Justice.

▪ **Working Conditions**

Work is performed in a school office environment subject to constant interruptions.