

# WISEBURN UNIFIED SCHOOL DISTRICT

## GENERAL CLERK / DISTRICT OFFICE Classified Position

### **DEFINITION**

Under general supervision, manages the permit office, performs complex and difficult work in the preparation and maintenance of school financial and statistical records; processes financial documents, maintains related records and prepares financial reports; maintains inventory records; supports new construction and modernization projects at the district level.

**SUPERVISOR: Superintendent**

### **EXAMPLES OF DUTIES—**

The position includes but is not limited to the following list of representative duties:

- Monitors/maintains/distributes data regarding all aspects of the inter/intra district permit program as it pertains to students, parents, community, staff and county personnel.
- Prepares/processes enrollment reports. **E**
- Maintains student status on computer programs as it pertains to permit program.
- Process telephone and paper communications. Screen calls, record and relay messages, process mail, copy all correspondence and file in accordance with established procedures, maintain correspondence, lists, logs as appropriate. **E**
- Prepare and maintain spreadsheets and financial documents, regarding project budget versus actual cost and process payment applications. Maintains project contact lists. **E**
- Prepare and maintain Master Copy of contract documents. Verify WUSD Facilities copies are properly modified with addenda. Bulletins and change orders. **E**
- Assist in preparing and maintaining Construction Procedures Manual for each project. **E**
- Compiles, tabulates, checks, and files financial and statistical data using computer data base. **E**
- Independently prepares and maintains a complete set of District financial records; receives and checks financial documents for accuracy and compliance with legal and procedural requirements. **E**
- Keeps simple financial records and processes documents involved in financial transactions. **E**
- Check invoices against purchase orders, verifies computations, assigns account classifications, and prepares warrants. **E**
- Maintains inventory and property records, posting changes regularly, and posting current prices. **E**
- Prepares and maintains records of District equipment, posting items purchased, sold or discontinued. **E**
- Inputs information to County Office of Education on computer such as "B" warrants, budget documents and other miscellaneous documents. **E**
- Prepares invoices; collects miscellaneous monies, writes receipts and makes deposits to County Office of Education. **E**

- Independently prepares reports and assists in compiling, computerizing and checking data used for preparation of District budgets and various reports. **E**
- Coordinates District substitute teacher calendar and schedules all substitute teachers, including notifying school secretaries of absences and replacements, and preparing and distributing monthly summary. **E**
- Coordinates District substitute custodian calendar and schedules all substitute custodians, including notifying school secretaries of absences and replacements, and preparing and distributing monthly summary. **E**
- Performs other duties as required.

Note – Task statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office principals, procedures, and terminology.
- English usage, including vocabulary, spelling, grammar, and punctuation.
- District, State and County Inter district compliance laws and policies.
- Standard office machines and their operations.
- Computers using word processing, Excel Spreadsheet, data base and desktop publishing applications.
- Letter and report writing.
- Common public relations courtesies, practices, and techniques.
- A second language, Spanish.
- SASI Computer Program
- Accounting, bookkeeping and budgeting principals, practices and procedures.
- Basic financial analysis

#### **Ability to:**

- Learn specific rules, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without close supervision.
- Compile and maintain accurate and complete records and reports and devise improvements as necessary.
- Understand and follow oral and written instructions.
- Type at a rate of 50 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Perform a variety of responsible clerical work, and take charge of administrative details.
- Work independently with confidential records and reports.
- Perform basic business functions and make arithmetic calculations.
- Understand and speak Spanish.

#### **Education:**

A high school diploma, including or supplemented with courses in business, or training in office and project management, advanced administrative skills, public relations, or other related field.

#### **Experience:**

Three years of varied and increasingly responsible experience comparable to duties listed above.

Revised: January 2008

Board Approved: January 17, 2008



**Working Conditions:**

Office environment, subject to constant interruptions.

**Physical Abilities**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to life, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve working or standing for brief periods.
- Accurately perceiving the sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**Vision** (which may be corrected)

**Hearing** (which may be corrected)

**Speech**

**Dexterity of hands and fingers**

**Sitting and standing for extended periods of time**

**Bending at the waist**

**Strength**

to read small print and maintain records.

to communicate with staff, to talk on phone.

to communicate with staff, to talk on phone.

to operate office equipment.

to perform required duties.

to pick up office materials / equipment

to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.