

WISEBURN SCHOOL DISTRICT

GENERAL CLERK

DEFINITION

Under general supervision, to perform a wide variety of clerical work; to give information to teachers, parents, and the general public; and to do other related work as required.

EXAMPLES OF DUTIES

- Types letters and stencils from rough drafts. E
- Types reports, invoices, purchase orders, receipts, lists, schedules, payrolls, notices, and statistical data. E
- Files purchase orders, requisitions, computer printouts, time cards, and stencils. E
- Maintains daily student attendance records and contacts parents when needed, to determine reason for absence. E
- Sets up and maintains student permanent record folders. E
- Requests former school's student records and processes transfers. E
- Maintains supply of necessary forms and school and office supplies. E
- Maintains a current list of available personnel for substitute assignments. E
- Takes messages and contacts instructional and clerical substitutes, as needed. E
- Completes forms for other governmental jurisdictions from District's student accumulative records and furnishes extracted information on complete student records as required by other school systems. E
- Prepares lists of vehicle gasoline and oil usage, warrants issued, students transported and accumulated mileage. E
- Greets visitors, answers telephones, takes messages, answers questions and transfers or directs callers to proper parties. E.
- Picks up, counts, deposits, and receipts monies. E
- Prepares statistical information, as requested. E
- Receives, opens, time stamps, and distributes mail. E
- May be assigned to a school library or health office or to assist school secretaries in providing clerical services to teachers and pupils. E
- Operates a variety of office machines, including computer, typewriter, adding machine, FAX, photocopier, and dictating machine. E
- Performs other related 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 methods and practices, including filing systems, receptionist and telephone techniques.
- Correct English usage, including vocabulary, spelling, grammar, and punctuation.
- Standard office machines and their operation.
- Letter and routine report writing.
- Computers and a variety of software.
- A second language.

Ability to:

- Perform clerical work of average difficulty with little supervision.
- Operate office equipment.
- Type at a speed of 50 words per minute from clear copy.
- Follow oral and written instructions.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Speak and write in Spanish.

Experience - One year of general clerical and typing experience comparable to the duties mentioned above.

Education - Equivalent to completion of the twelfth grade. A high school diploma is ~~desirable~~.

WORKING CONDITIONS

Environment

School office environment.

Physical Abilities

Vision (which may be corrected)

to read small print and maintain records.

Hearing (which may be corrected)

to communicate with students, staff and parents, and to talk on phone.

Speech

to communicate with staff, students, and parents.

Dexterity of hands and fingers

to operate office equipment, audio visual, and education training equipment.

Sitting and standing for prolonged

to perform required office duties.

Bending at the waist

to pick up office and instructional equipment and materials.

Strength

to lift, push, pull and/or carry objects which may weigh as much as 50 lbs. on a regular basis.