

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: CLERICAL ASSISTANT III

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible and technical clerical and typing work in support of a school site or District Office supervisor.

DISTINGUISHING CHARACTERISTICS:

The Clerical Assistant III classification is the advanced-level class in the Clerical Assistant series and is assigned to perform complex and diverse technical and clerical functions involving independent action within a specific subject area. Employees in the Clerical Assistant III classification are typically single-person office assistants in an area such as Counseling. Incumbents may also be assigned to other clerical functions, which require considerable depth of knowledge within a specific technical area. The Clerical Assistant II classification typically works in a school office environment and works under the work direction and guidance of a School Office Coordinator, Department Chairperson or other supervisor. The Clerical Assistant I classification is the entry-level class and typically works under close supervision on routine repetitive typing and clerical activities.

REPRESENTATIVE DUTIES:

1. Perform a variety of technical clerical functions in support of an assigned supervisor; coordinate office activities to reduce administrative detail for the assigned supervisor and other certificated or classified employees.
2. Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office.
3. Compose, either independently or from oral instruction, correspondence, letters, memos or other forms of communication, requesting or providing information or letters dealing with school or District Office information.
4. Prepare, type and duplicate a variety of items including reports, agendas and minutes; compile and type reports and other documents and perform related clerical duties.
5. Coordinate master schedule; assist in communicating to others regarding activities or announcements
6. Maintain complete files of equipment, personnel, students and other assigned duties involving the office to which assigned.
7. Perform technical responsibilities related to assigned function such as registrar or student activities coordination; register new students and administer and score placement testing; maintain students' cumulative records; record grade changes and update and verify information to maintain accuracy of current information; collect and record monies for student events or fees.

8. Analyze and process requests for records according to District procedures; obtain appropriate authorization to release confidential information; forward requested records according to established guidelines.
9. Receive and evaluate incoming cumulative records from students transferring from other schools; inspect records for completeness; request incomplete or missing information from schools as necessary; process according to established procedures.
10. Prepare and maintain appropriate logs, files and records
11. Communicate with other agencies or departments to provide or obtain a wide variety of information.
12. Make appointments, schedule meetings or conferences, arrange interviews for supervisors and others.
13. Assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.
14. Direct student or other workers; train and provide work direction and guidance as necessary.
15. Operate a variety of machines such as a **computer**, typewriter, adding machine, calculator, data processing terminal, ditto, thermofax and duplicating machine.
16. Type work and supply orders submitted by school personnel; maintain records of work orders for buildings as well as equipment.
17. Receive, screen and route mail
18. Perform first aid as required.
19. Maintain confidentiality of a variety of sensitive information.
20. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Functions and clerical operations of an administrative office
Technical disciplines in the assigned areas such as data processing
Receptionist and telephone techniques and etiquette
Modern office practices, procedures and equipment
Record-keeping and filing techniques
Appropriate terminology of assigned function
Correct English usage, grammar, spelling, punctuation and vocabulary
School District organization, operations, policies and objectives related to assigned function
Health and safety regulations
Applicable sections of State Education Code and other applicable laws

First aid
Interpersonal skills using tact, patience and courtesy
Oral and written communications skills

ABILITY TO:

Perform responsible and complex technical clerical work involving independent judgment and requiring accuracy and speed
Establish and implement revised office procedures as needed and according to established guidelines
Understand, interpret rules and written instructions and apply to specific situations
Compose correspondence independently
Establish and maintain effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Perform duties effectively with many demands on time and constant interruptions
Plan and organize work
Train and provide work direction to others
Maintain records and prepare reports
Communicate effectively both orally and in writing
Type at 50 words net per minute from clear copy
Type from dictating equipment
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Operate a variety of office equipment such as a computer, typewriter, adding machine, calculator, data processing terminal, ditto, thermofax and duplicating machine.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by related business courses and two years of increasingly responsible clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions may be required to obtain a valid First Aid Certificate within six months of employment.

WORKING CONDITIONS:

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift carry, pull, push up to 25 pounds; typical office environment subject to tight deadlines and working in difficult interpersonal situations.

SALARY RANGE: 57

ADOPTED BY PERSONNEL COMMISSION: May 10, 2001

ADOPTED BY BOARD OF EDUCATION: May 29, 2001