

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: CLERICAL ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties including typing, filing, directing telephone calls, maintaining records and reports, and other clerical duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Clerical Assistant II classification works in a school or District Office environment and works under the direction and guidance of a Site Administrator, District Administrator, School Office Coordinator or other assigned supervisor. Positions in this class perform a variety of support tasks including receiving and directing telephone calls, typing, filing, responding to inquiries from parents and students, report typing and other clerical duties. The Clerical Assistant I classification is the entry-level class and works under close supervision on routine, repetitive typing, duplicating and filing activities. The Clerical Assistant III classification must have sufficient knowledge to be a primary reference source to assist in the resolution of difficult problems and to plan and conduct a function with a high degree of independent judgment.

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 staff members.
2. Compose correspondence; type, format and process a variety of documents such as letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; review and proof a variety of forms and materials for completeness, accuracy and conformance to established regulations and procedures.
3. Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; assure the timely production and distribution of various records and reports such as student/faculty daily bulletin; review and verify accuracy and completeness of various documents; establish and maintain filing systems; process and evaluate various forms as needed.
4. Prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops.
5. Greet and assist visitors; initiate, receive, screen and direct telephone calls; take and relay messages; assist callers by answering routine questions or referring to appropriate office or personnel; provide information and direct inquiries to the appropriate person or office.
6. Receive, open, sort, screen and distribute incoming US mail and intra-district mail; assist in the preparation and dissemination of materials and information to the public and staff regarding various events and programs.

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7. Check automated substitute system for daily absences; distribute sub folders; email daily absence report to administrators; assist with the completion of substitute time cards; process personal necessity forms and jury duty forms for absent staff members.
8. Collect and account for various monies and fees for assigned office as required; prepare deposits; maintain related accounting records; communicate with other departments regarding invoices and payments.
9. Perform technical responsibilities related to an assigned function such as compiling information from a variety of sources and prepare reports.
10. Operate a variety of office equipment including a computer and assigned software, copier, fax machine, and calculator.
11. Update electronic marquee daily or as needed.
12. Receive and maintain lost and found items.
13. Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
14. Monitor inventory levels of office supplies; order, receive and assure adequate inventory levels of office supplies.
15. Assist with the daily input of attendance data as directed; assist with maintenance of attendance files for assigned school office; assist at attendance counter as necessary.
16. Code and proof for completeness and accuracy, daily attendance reports from computer.
17. Provide first aid as necessary to students.
18. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment; including telephone equipment

Policies and objectives of assigned programs and activities

Telephone techniques and etiquette

Business letter and report writing, editing and proofreading

Interpersonal skills such as tact, patience and courtesy

Record-keeping techniques

Computer input procedures

Correct English usage, grammar, spelling, punctuation and vocabulary

Reading and writing communication skills

Oral and written communications skills

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ABILITY TO:

- Operate a computer terminal and assigned software
- Operate a switchboard telephone system
- Operate duplicating machines and printers
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with others
- Display discretion in dealing with sensitive information
- Meet schedules and timelines; sometimes under rush conditions
- Compose from brief notes
- Plan and organize work
- Maintain accurate records
- Communicate effectively both orally and in writing
- Hear and speak clearly
- Type at 45 words net per minute from clear copy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years general clerical experience.

WORKING CONDITIONS:

Subject to sitting for extended periods of time; frequent use of telephone; direct contact with the public, teachers, students, parents, and other staff requiring clear speaking and the ability to hear normal voice conversation; subject to many demands on time and constant interruptions; subject to emergency situations; threatening and obscene phone calls and noise; 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; lift carry, pull, push up to 25 pounds; typical office environment subject to tight deadlines and working in difficult interpersonal situations.

SALARY RANGE: 48

ADOPTED BY PERSONNEL COMMISSION: June 14, 2017

ADOPTED BY BOARD OF EDUCATION: July 11, 2017