

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: CLERICAL ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine typing and clerical functions in support of a school or District Office function.

DISTINGUISHING CHARACTERISTICS:

The Clerical Assistant I classification is the entry-level class in the Clerical Assistant series. Incumbents in this classification are assigned routine and repetitive functions requiring minimal previous experience. Duties may usually be performed with brief instructions and work indoctrination. Employees typically work under close supervision or under the work direction and guidance of senior level clerical personnel. Incumbents in the Clerical Assistant II classification perform more varied clerical and typing duties and work with more freedom to act. Incumbents in the Clerical Assistant III classification 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. Type letters, memoranda, bulletins, reports or other materials from straight copy, rough draft or transcription equipment.
2. Receive visitors to the school or District Office and refer telephone calls and visitors to the proper person.
3. Maintain records, inventories, index and cross-reference files.
4. Receive, sort and distribute incoming and outgoing mail.
5. Type lists such as student absence lists and student drop forms; assist in the attendance function as directed.
6. Assist in processing books; file and type library cards; assist in laminating covers and binding.

Clerical Assistant I continued

7. Duplicate items; package and distribute complete copies; maintain proper duplicating equipment supplies and paper stock.

8. Assure the timely distribution and receipt of a variety of records, reports and bulletins as directed.
9. Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.
10. Perform routine typing of reports from detailed copy; post records; proof completed typing assignments
11. Make telephone calls at the direction of senior-level technicians or Clerical Assistants; assist in the contacting and scheduling of substitute personnel.
12. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment

Simple record-keeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Reading and writing communication skills

Oral and written communications skills

ABILITY TO:

Operate a duplicating machine

Learn to operate IMC machines such as laminators, binders and related equipment

Make arithmetic calculations quickly and accurately

Understand and follow oral and written directions

Work cooperatively with others

Meet schedules and time lines

Type at 35 words net per minute from clear copy

Maintain records and prepare reports

Communicate effectively both orally and in writing

Clerical Assistant I continued

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience in performing clerical tasks.

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: 40

ADOPTED BY PERSONNEL COMMISSION: May 10, 2001

ADOPTED BY BOARD OF EDUCATION: May 29, 2001