

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **DISTRICT OFFICE CLERK**
Department: Administrative Office
Reports to: Superintendent/Assistant Superintendent and Secretary to Superintendent

SUMMARY:

Performs a variety of clerical, receptionist, and secretarial related functions; and do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Performs general duties in support of the District Office including requests for information, answering questions, and providing first-level solutions to problems
- * Performs routine office support duties including copying materials, distributing mail, and filing
- * Record all incoming checks received in the mail.
- * Answers, screens, and routes all incoming calls, takes messages
- * Receives and greets visitors and refers them to proper parties and offices.
- * Types, edits, and proofs correspondence, reports, and other documents, may compose correspondence according to general instructions.
- * Communicates information from supervisor to others as required.
- * Disburses payroll warrants, B-warrants, and W-2 forms
- * Operate a wide variety of office equipment including personal computers and peripherals, electric typewriter, 10-key calculator, and copier
- * Performs duties of obtaining substitute teachers for all schools within the District.
- * Responsible for record keeping of live scan results and necessary follow-up.
- * Completes and maintains substitute lists for cafeteria, custodial, and daycare.
- * Maintains active listing of qualified substitutes.
- * Enters and maintains Doc Star records for accounts payable and personnel.
- * Responsible for destruction of classified documents.
- * Entry of accounts payable warrants.
- * Disburses bus passes as needed.
- * Mailing of accounts payable warrants.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience

OTHER SKILLS and ABILITIES:

Principle and practices of office record management, basic principles of bookkeeping. Modern office procedures, practices, and computer word processing programs. Business English, spelling, punctuation and grammar. Basic arithmetic, organize and maintain complex records and to prepare periodic reports from such records. Learn and apply office policies and procedures. Maintain basic financial records. Operate a computer terminal for the purpose of entering and retrieving information and generating basic reports, type at speed necessary for successful job performance. Operate various office machines and equipment including computers. Establish and maintain effective working relationships with those contacted in the course of work. Communicate effectively and tactfully in both oral and written form.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written oral and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job included close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.