

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: CLERICAL ASSISTANT II

DEFINITION:

Under the direction of an assigned supervisor, performs a wide variety of informational and clerical assistance duties involving frequent and responsible contact with students, staff and the general public.

DISTINGUISHING CHARACTERISTICS:

The Clerical Assistant II class is the experienced-level and incumbent performs more varied and complex duties with a broader range of independent action within established guidelines. The Clerical Assistant I class performs routine clerical duties, as directed.

STATEMENT OF TYPICAL DUTIES:

- a. Provides a variety of information and clerical assistance involving frequent and responsible contact with students, staff and the general public.
- b. Performs a variety of duties regarding the attendance function such as monitoring and maintaining appropriate records and verifying absences.
- c. Answers phones and takes messages; provides information and assistance to students, teachers, parents and others regarding attendance, registration, counseling and other student services.
- d. Provides assistance to students and parents coming into the office; issues passes, dismissal cards and re-admits; posts attendance data for computer entry.
- e. Maintains appropriate files, forms, cards and records; may operate computer terminal to input and update attendance and other data.
- f. Types, duplicates, and distributes a variety of documents, including notices, records, forms and lists; types letters and correspondence.
- g. Operates a variety of office machines including typewriter, calculator and copier.
- h. Provides work direction to student aides, as assigned.
- i. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures and equipment.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Oral and written communications skills.
- School organization, operations and policies.

Ability to:

- Understand and follow oral and written directions.
- Work cooperatively with others.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Make arithmetic calculations quickly and accurately.
- Complete work with many interruptions.
- Type at 45 words net per minute from clear copy.
- Perform clerical work related to assigned area with speed and accuracy.
- Communicate effectively with students, staff and the general public.
- Operate various office equipment.
- Learn to interpret and explain rules, regulations, policies and procedures regarding student attendance, counseling and disciplinary action.
- Maintain a variety of files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience in a high school involving frequent contact with the public.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

High school office environment.

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