PURPOSE STATEMENT:

Under the direction of an assigned supervisor, provide complex clerical support to an assigned school or District office site supervisor; communicate information to staff and the public; provide complete and accurate records related to assigned activities; perform related duties as requested by assigned supervisor.

ESSENTIAL FUNCTIONS:

Answer telephone calls to assist with screening calls, transferring calls, responding to inquiries and taking messages as appropriate.

Assist with processing documents, forms, mailings and materials related to assigned activities including attendance and enrollments in order to disseminate information to appropriate parties.

Collect payments for a variety of events including fines, fees and payments for fund raisers for the in order to complete transactions and secure funds according to established procedures.

Distribute materials including mail, checks, supplies, messages and testing materials and assure delivery to appropriate parties.

Maintain inventory of supplies and materials related to assigned activities including forms, office supplies and textbooks and assure availability of assigned items.

Maintain manual and electronic documents and files related to assigned activities including health logs and records, student registrations, scheduling and withdrawals, letters, forms, reports, purchase orders, cumulative files, test results and Federal Survey cards; provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.

Maintain student attendance records and assure accurate tracking and documentation of student attendance.

Obtain attendance records for student entry and exit from campus during school hours including late arrivals, sports events and field trips and assure accurate reporting of excused absences and truancies.

Prepare standardized documents including form letters and memos, calendars, bulletins, purchase orders, field trips, attendance reports and work orders and communicate information to other parties.

Process Independent Studies paperwork according to established procedures; track paperwork and check for signatures; assure proper completion of the documents before submitting for approval.

OTHER FUNCTIONS:

Attend department and in-service meetings related to assigned activities as required.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Basic record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Oral and written communication skills.
Basic math.

ABILITY TO:
Perform a variety of general clerical duties in support of an assigned office, department or program.
Operate standard office equipment including assigned software applications.
Establish and maintain cooperative and effective working relationships with others.
Answer telephones and greet the public courteously.
Learn department or program objectives, policies, procedures and goals.
Type or input data at an acceptable rate of speed.
Understand and follow oral and written directions.
Maintain confidentiality.
Communicate effectively both orally and in writing.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and two years of clerical experience.

LICENSES AND OTHER REQUIREMENTS:
Some positions in this classification may require possession of a valid First Aid and CPR certification issued by an authorized agency within six months of employment.
Some positions in this classification may require bilingual proficiency.
Some positions may require possession of a valid first aid and CPR certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling and crouching to file or retrieve materials.
Seeing to read a variety of materials.
Sitting for extended periods of time.

FLSA Status:  Non-Exempt
PC Approval Date:  5/18/17
Board Approval Date:
Salary Range:  31