

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Program Clerk**

DEFINITION:

Under general supervision, performs specialized clerical duties, of a difficult and complex nature, in support of an SDCOE Program by monitoring support and reporting functions.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Performs any combination of the following duties: reviews attendance data and reports for accuracy, completeness and compliance with applicable statutes, regulations, and program criteria.

Submits corrections or notifies others of discrepancies; creates program files.

Compiles data for program reports and summaries, and submits to management staff for analysis; creates charts, graphs and other presentation materials.

Tracks revenues and calculates funding allocations according to predetermined criteria; works with Internal Business staff to disburse funds to proper accounts.

Contacts and responds to inquiries from school districts, local, State and other agencies, and the general public to provide and/or obtain information as required or requested.

Interprets and explains program standards and criteria.

Maintains complex records related to program data, financial reports and documentation.

Attends meetings and makes presentations at workshops and training sessions as required.

May transcribe letters and reports from transcribing equipment.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Training and experience which would clearly demonstrate possession of the knowledge and abilities listed below. An example of a typical qualifying background would include: three years of work experience in an office support role involving the use of computer spreadsheet applications to maintain records and prepare complex reports.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Modern office-clerical practices and procedures

Computerized spreadsheets

Online management information systems

ABILITY TO:

Quickly learn applicable program standards and criteria

Operate a computer and a variety of related software, including spreadsheet and database applications

Type accurately at a rate of speed sufficient for successful job performance

May operate transcribing equipment

Verify and compile numeric data

Perform computational tasks accurately

Prepare reports, correspondence and forms

Maintain complex files and records requiring the use of an on-line computerized data system

Communicate orally and in writing

Follow oral and written instructions

Interpret and explain policies, procedures, rules and regulations

Maintain effective relationships with those contacted in the course of work

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:**ENVIRONMENT**

Duties are typically performed in an office setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
10/2007	October, 2007	07/2011 07/2013 07/2015	Non-Exempt		44