

# WISEBURN UNIFIED SCHOOL DISTRICT

## CLERK I

### DEFINITION:

Under general supervision, to perform a wide variety of clerical work; to give information to teachers, parents, and the general public; supports the assistant principal or administrator to coordinate and schedule a variety of meetings, and to do other related work as required.

**REPORTS TO:** Assigned Administrator or staff

### DISTINGUISHING CHARACTERISTICS:

The Clerk I position is distinguished from the Clerk II in that the Clerk I position is more focused on the operations of a school site or a special program. However, the classification may also operate in other environments.

### EXAMPLES OF DUTIES:

- Prepares correspondence in a variety of formats and media. E
- Types reports, invoices, purchase orders, receipts, lists, schedules, payrolls, notices, and statistical data. E
- Files purchase orders, requisitions, computer printouts, time cards, and stencils. E
- Maintains daily student attendance records and contacts parents when needed, to determine reason for absence. E
- Sets up and maintains student permanent record folders. E
- Requests former school's student records and processes transfers. E
- Orders and maintains supply of necessary forms and school and office supplies. E
- Maintains a current list of available personnel for substitute assignments. E
- Takes messages and contacts instructional and clerical substitutes, as needed. E
- Completes forms for other governmental jurisdictions from District's student cumulative records and furnishes extracted information on complete student records as required by other school systems. E
- Greets visitors, answers telephones, takes messages, answers questions and transfers or directs callers to proper parties. E.
- Prepares statistical information, as requested. E
- Receives, opens, time stamps, and distributes mail. E
- May be assigned to a school library or health office or to assist school secretaries in providing clerical services to teachers and pupils. E
- Operates a variety of office machines. E
- Performs other related duties as required.

### DESIRABLE QUALIFICATIONS:

#### Knowledge of:

- Modern office methods and practices, including filing systems, receptionist and telephone techniques.

- Correct English usage, including vocabulary, spelling, grammar, and punctuation. Standard office machines and their operation.
- Letter and routine report writing.
- Computers and a variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets, etc.
- A second language.

**Ability to:**

- Perform clerical work of average difficulty with little supervision.
- Operate office equipment.
- Type at a speed of 50 words per minute from clear copy.
- Follow oral and written instructions.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Speak and write in Spanish

**Experience:**

One year of general clerical and typing experience comparable to the duties mentioned above.

**Education and/or Licensure:**

A high school diploma or its equivalent

**WORKING CONDITIONS:**

**Environment:**

School office or office environment

**Physical Abilities:**

<b>Vision (which may be corrected)</b>	to see small print and maintain records
<b>Hearing (Which may be corrected)</b>	to communicate with students, staff, and parents, and to talk on phone
<b>Speech</b>	to communicate with students, staff, and parents
<b>Dexterity of hands and fingers</b>	to operate office equipment, audio visual, and education training equipment
<b>Sitting for prolonged periods of time</b>	to perform required office duties
<b>Bending at the waist</b>	To pick up office and instructional materials/equipment
<b>Strength</b>	to lift, push, pull and/or carry objects which may weigh as much as 50 lbs. on a regular basis.