

# WISEBURN UNIFIED SCHOOL DISTRICT

## CLERK II

### DEFINITION:

Under general supervision, performs complex and difficult work in the preparation and maintenance of school and district financial and statistical records; processes financial documents, maintains related records and prepares financial reports; performs a variety of related tasks appropriate to the support and various departments.

**REPORTS TO:** Assigned Administrator

### DISTINGUISHING CHARACTERISTICS:

The Clerk II classification is distinguished from the Clerk I classification by virtue of its broad scope of clerical and secretarial support to various departments, staff, and special projects and by the complexity and diversity of the tasks.

### EXAMPLES OF DUTIES:

- Process telephone and paper communications. Screen calls, record and relay messages, process mail, copy all correspondence and file in accordance with established procedures, maintain correspondence, lists, logs as appropriate. E
- Compiles, tabulates, checks, and files financial and statistical data using computer database. E
- Independently prepares and maintains a complete set of District financial records; receives and checks financial documents for accuracy and compliance with legal and procedural requirements. E
- Keeps simple financial records and processes documents involved in financial transactions such as warrants. E
- Inputs information to County Office of Education on computer such as "B" warrants, budget documents and other miscellaneous documents. E
- Prepares invoices; collects miscellaneous monies, writes receipts and makes deposits to County Office of Education, specifically for facility usage. E
- Coordinates district overtime custodian calendar and schedules all custodian overtime
- Performs a variety of tasks in support of departments including Facilities, Business Office, Payroll, Human Resources
- May act as a receptionist to greet, direct, provide information, take messages, return voicemails, etc.
- Performs other duties as required.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Modern office principals, procedures, and terminology.
- English usage, including vocabulary, spelling, grammar, and punctuation.
- District, State and County Inter district compliance laws and policies.
- Standard office machines and their operations.
- Computers using word processing, Excel Spreadsheet, database and desktop publishing applications.
- Letter and report writing.
- Common public relations courtesies, practices, and techniques.

- A second language, Spanish.
- Accounting, bookkeeping and budgeting principles, practices and procedures.
- Basic financial analysis

**Ability to:**

- Ability to use a variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets, etc.
- Learn specific rules, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without close supervision.
- Compile and maintain accurate and complete records and reports and devise improvements as necessary.
- Understand and follow oral and written instructions.
- Type at a rate of 50 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Perform a variety of responsible clerical work, and take charge of administrative details.
- Work independently with confidential records and reports.
- Perform basic business functions and make arithmetic calculations.
- Understand and speak Spanish.

**Experience:**

Three years of varied and increasingly responsible experience comparable to duties listed above.

**Education and/or Licensure:**

A high school diploma or its equivalent including or supplemented with courses in business, or training in office and project management, advanced administrative skills, public relations, or other related field.

**WORKING CONDITIONS**

**Environment:**

Office environment, subject to constant interruptions.

**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 staff, to talk on phone
<b>Speech</b>	to communicate with staff, to talk on phone
<b>Dexterity of hands and fingers</b>	to operate office equipment
<b>Sitting for prolonged periods of time</b>	to perform required duties
<b>Bending at the waist</b>	To pick up office materials/equipment
<b>Strength</b>	to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.