

ELEMENTARY SCHOOL OFFICE CLERK

DEFINITION

Under general supervision, to perform a wide variety of general clerical, receptionist, typing, recordkeeping and student service functions at a District elementary school; and to do related work as required.

EXAMPLES OF DUTIES

Acts as receptionist, answering telephone and giving information and assistance to students, faculty and the general public; does a wide variety of clerical work including typing, proofreading, filing, checking and recording information on records; assists in enrollment of students; prepares, posts and files personnel records; types letters, memorandums, book lists, bulletins or other material from oral direction, rough draft, copy, notes or transcribing machine recordings; prepares offset and ditto masters and mimeograph stencils; collects and account for moneys received; operates adding machines, duplicating machines and other office appliances; assists in scheduling reservations for use of school facilities; sorts and files documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files; performs arithmetical calculations; mails out letters, forms and applications; receives, sorts and distributes incoming and outgoing mail; assists in making out forms; prepares simple statistical reports; assigns and keeps records on building keys; assigns and maintains records on lockers; maintains textbook records; requisitions materials and supplies; maintains budget records; submits work orders to Maintenance Department.

REQUIRED QUALIFICATIONS

Knowledge of:

Modern office methods and equipment, including the preparation of business correspondence, filing and standard office equipment operations;
Correct English usage, spelling, grammar and punctuation;
Arithmetic;
Basic methods, policies and procedures of the assigned work area.

Ability to:

Perform general clerical work of average difficulty with speed and accuracy;
Make arithmetical calculations with speed and accuracy;
Understand and carry out oral and written directions;
Work independently with confidential records and materials;
Establish and maintain cooperative relationships with those contacted during the course of work;
Type at the rate of 45 words per minute from clear copy.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

One year of general clerical and recordkeeping experience, preferably involving substantial public contact.