

ENROLLMENT CENTER CLERK II

DEFINITION

Under general supervision, perform a variety of regular clerical, typing, telephone, public contact, and office support duties in assisting Enrollment Center operations; assist with records, data entry, regular contact with students, teachers and/or District staff, parents and public; and other related work as required.

ESSENTIAL FUNCTIONS

Perform a wide variety of clerical work in an organized and friendly manner, including tasks such as standard and statistical typing, data processing, proofreading, checking, filing, recording of data, and compiling information for reports and summaries; regularly answer telephone, take messages and serve as receptionist to visitors, district staff, students, parents, and/or community; give general and specific information to school site support staff, principals, and the public on the enrollment policies and procedures of the school and District; maintain confidential files; relay and dispose of material of a confidential nature; accept review and verify information on student enrollment forms for all instructional levels in the school district; maintain a variety of alphabetical, numerical, and subject matter files and records; investigate, search, and locate sources of information; perform clerical functions using independent judgment, referring only unusual matters to supervisors; type from rough drafts and notes; input and receive a variety of data and information using a computer; may compose routine letters and memoranda independently; may prepare daily and monthly attendance reports; may maintain simple financial or statistical records; when necessary, call or write other schools for student records; requisition, receive, shelve and distribute supplies, etc.; utilize software programs specific to work orders and the scheduling of substitute employees; maintain payroll cards and prepare monthly reports of personnel absences; may contact and assign substitute personnel to replace absent employees; may assist in the orientation and/or training of personnel; receive, sort and distribute mail; make appointments; type accident reports.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

District records, reports, and practices relating to enrollment, attendance, registration, student records, time reporting, and personnel;

Legal mandates, policies, rules and regulations, and operational procedures;

Standard office practices, procedures, and techniques;

Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;

Standard office machines, computers, and equipment;

Various word processing, database, and other software programs;

Effective reception and telephone techniques, correspondence and report writing, and proofreading;

Basic understanding of student growth and development patterns;

Basic health and first aid techniques and procedures, as required by the assignment.

Ability to:

Effectively meet school and District personnel, students, parents, and the public in situations requiring tact and poise;

Perform clerical functions of average to above average difficulty with speed and accuracy;

Work proficiently with computers;

Ability to (continued):

Establish and maintain accurate files and records preparing concise and complete reports.
Make simple arithmetical calculations with speed and accuracy;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy; capable operation of word processing equipment and computers.

Desired: Some positions in this class may require individuals who speak, read, and write a second language.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, record management and general office practices.

Experience:

One year of experience performing varied general office or clerical functions including public contact or service. Experience in a public school setting or directly with students preferable, but not required.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment

Pre-placement Physical: Class I