



BRIEF DESCRIPTION OF POSITION

Under the direction of an assigned supervisor, performs a variety of increasingly responsible clerical duties involving duplicating materials, typing, filing, maintaining records, providing information to the general public, and transfers information from various sources to permanent records and files.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Performs a variety of clerical duties and provides clerical assistance involving duplicating materials, typing, filing, maintaining records, providing information to the general public, compiling Board book documents, and transfers information from various sources to permanent records and files.
- b. Serves as back up to the division’s administrative secretary.
- c. Distributes and dispatches both District and U.S. mail for respective service areas.
- d. Maintains various records, files and lists including materials of a confidential nature; maintains confidentiality of records and information.
- e. Provides staff and public with information in the spirit of consumer service.
- f. Makes telephone calls to receive and transmit information; provides telephone back up to administrative offices and switchboard.
- g. Serves as the designated key operator for the various duplicating machines and is first to respond when equipment problems occur.
- h. Assists in ordering and maintaining adequate clerical supplies for assigned site.
- i. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

Knowledge of:

- District organization, operation, policies and procedures.
- Department organization, procedures and programs.
- Modern office practices, procedures and equipment.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

Ability to:

- Perform complex and responsible clerical duties, such as maintaining complex records and coordinating communications.
- Plan, organize and coordinate office activities to relieve supervisors of clerical detail.
- Communicate effectively with applicants, staff and general public.
- Read, interpret and follow rules, regulations, policies and procedures.
- Establish and maintain effective working relationship with others.
- Type at a net rate of 50 wpm from clear copy.
- Maintain records and prepare reports.
- Operate various office equipment, including computer, typewriter, calculator, copiers, and switchboard.
- Maintain a variety of filing systems.

Complete work with many interruptions.
Work confidentially with discretion.

REQUIREMENTS

- WORK YEAR:** Classified Employee (11 months/8 Hours per day)
- EDUCATION:** High School Diploma or GED (required)
- EXPERIENCE:** Two years increasingly responsible clerical experience involving frequent contact with the public (required)
Previous experience working with confidential records and exposure to an administrative office environment (preferred)
- OTHER:** Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.
- SALARY:** Classified Employee Salary Schedule Range 15
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance
- WORKING CONDITIONS:** Office and school environment. May be subject to constant interruptions and frequent contact with students. Subject to occasional noise from computer operation, and visual exposure to computer screens.