



Job Description

Office Clerk ~ Administration Center

DEFINITION:

Under the general supervision of the Assistant Superintendent, Educational Services, provides clerical services for categorical programs and special education; provides substitute calling services for both certificated and classified personnel; may assist other personnel for the purpose of supporting them in the completion of their work activities.

Examples of Duties

- At the direction of an administrator, provides clerical support to the administrator including processing of mail, filing, telephones, travel and conference arrangements, and the preparation of written documents;
- May inform personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information related to categorical programs and special education services;
- Contacts and schedules substitute teachers and classified employees as needed on a daily basis;
- May maintain a wide variety of clerical information, files, and records;
- Stays current with Federal, State, County, and the District laws, requirements, and policies regarding categorical programs requirements and procedures, maintains a positive working relationship with staff, students, and the community; other duties as assigned.

Qualifications

Knowledge of:

- Operation of office machines, computers, calculators, and copier
- Word processing and data base software
- Correct English usage, spelling, grammar, and punctuation;
- Public contact procedures and techniques

Ability to:

- Use initiative and perform assigned work without immediate supervision;
- Learn rapidly, interpret, and apply with good judgment education codes and District policies and regulations related to these job requirements;
- Compose correspondence independently;
- Use computer terminals and selected software effectively;
- Deal with members of the public and education community in a tactful and courteous manner;
- Establish and maintain cooperative working relationships.

Experience: Job related experience is required.

Education: Equivalent to the completion of twelfth grade; high school diploma preferred.

Licenses and/or Certificates: Possession of a valid California Driver's license may be required.

Other: Proof of Tuberculosis clearance every four years; fingerprint clearance by the Department of Justice.

Physical Demands and Working Conditions:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk. *E*
- Able to sit for sustained periods of time. *E*
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs.
- Able to carry up to 35 lbs.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to operate office machines and equipment in a safe and effective manner. *E*
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy. *E*
- Able to demonstrate manual dexterity necessary to operate a variety of telecommunications equipment for a sustained period of time. *E*

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

Employment Status: Classified Bargaining Unit

This organization complies with the following policies and practices:

- This organization prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, or sexual orientation, at any district site and/or activity. Minority and bilingual persons are encouraged to apply.
- This organization complies with the American Disabilities Act. Persons who may need some accommodation in the hiring process should contact the personnel office.
- Being related either by blood or marriage to a current Romoland School District employee may affect the District's ability to offer employment.
- This organization is a drug and tobacco free workplace.
- Candidates shall be required to submit proof of U.S. Citizenship or legal U.S. residence if hired.