



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Intermediate Clerical Assistant

JOB SUMMARY:

Under general supervision of a District or program administrator, performs a wide variety of moderately difficult clerical duties in a District administrative office or school site.

CLASS CHARACTERISTICS:

The Intermediate Clerical Assistant is distinguished from the class of Clerical Assistant by performing work of moderate difficulty with less supervision from a District or Program Administrator available, utilizes independent judgment in performing tasks and is expected to work productively in the absence of a direct supervisor. May be assigned as the sole clerical employee in support of a District program.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Perform a wide variety of moderately difficult clerical work such as preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification;
- Organize, log, batch and forward data and information, audit, correct and update data processing and other records;
- Answer telephones, may perform receptionist duties; greets visitors, in person or over the telephone, ascertain nature of business and provide information related to area of assignment;
- Perform standard and statistical keyboarding, word and data processing;
- Operate a variety of office equipment including a personal computer;
- Compose and/or proofread routine correspondence;
- Review and prepare documents for entry of information into electronic data processing system. Enter and update information into system according to standard formats;
- Schedule appointments and/or maintain calendars;
- May be called upon to ensure the timely distribution and collection of secured testing materials;
- Receive, sort, distribute, dispatch mail.

Other Related Duties

- Prepare presentations, graphs, and visual aids, by compiling and recording information;
- Receive required documentation, maintain files and records, make computations and process payments for participation in a District administered program;
- Complete purchase and personnel requisitions and work orders;
- Assist and/or train others in use of specialized equipment and/or procedures.

SUPERVISION:

General supervision is received from a District or program administrator. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, filing and record keeping systems/procedures, terms and equipment, including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar and punctuation;
- Data preparation and presentation methods;
- Business mathematics.

Ability to:

- Utilize sound judgment in performing tasks and fulfilling responsibilities;
- Rapidly learn, understand and apply district or department rules, regulations, procedures and policies;
- Work independently and utilize sound judgment in performing tasks and fulfilling responsibilities;
- Accurately and quickly perform a variety of clerical work of moderate difficulty;
- Operate various standard and specialized office equipment including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Keyboard at a net corrected speed of 45 words per minute;
- Sort, file, locate materials quickly and accurately;
- Perform mathematical computations with speed and accuracy;
- Understand and carry out instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- One (1) year of office environment experience in any capacity.

LICENSES REQUIRED:

Some positions may be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent may have direct and indirect contact with public, students, district staff, and employees of other districts. The position may require working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally stand, walk, lift, crouch, grip, and grasp. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 28

Classified Bargaining Unit

Revised 5/01, 6/10/04, 4/11/13

Job Description Review and Revisions Effective: 5/12/16

Job Description Review and Revisions Effective: 10/18/2024