

SCHOOL CLERK, SECONDARYDEFINITION

Under general supervision performs a wide variety of clerical activities at the secondary school level. These duties will be of moderate difficulty, involving specific routines and broadly defined policies and procedures.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for a wide variety of clerical functions in a secondary school office. Incumbents must be able to handle all but the most complex matters. Following initial instruction and within the scope of the assignment, employees in this class are expected to exercise judgment and discretion in the handling of problems which arise. In small secondary schools, incumbents in this classification may maintain student and attendance records.

ESSENTIAL FUNCTIONS

Performs a variety of clerical activities related to the functions of the assigned secondary school including, typing, proof reading, filing, and sorting.

Maintains attendance records and prepares a variety of records and reports on enrollment and attendance.

Answers phone or waits on counter, answering inquiries requiring knowledge of school policies, procedures and practices.

Compiles and tabulates statistical data and provides statistical information as requested.

Orders, stores, and distributes supplies and materials, maintains records and distribution.

May receive and account for fines or fees.

Maintains simple financial records and assists in balancing books and preparing statements.

Prepares miscellaneous office forms, such as bills, vouchers, receipts, lists, schedules, enrollment forms, notices, and payroll slips.

Maintains alphabetical, index, and cross-reference files.

Types documents such as letters, bulletins, charts, handbooks, and lists from rough draft, notes or verbal instructions.

May supervise the work of student assistants.

May administer minor first aid and dispense medication in compliance with established District policy.

QUALIFICATIONSKnowledge of:

Personal computers and related software, i.e. SASI and word processing; modern office methods, practices and telephone techniques; correct English usage, spelling, grammar, and punctuation; basic mathematical concepts.

Ability to

Perform responsible clerical work with speed and accuracy; prepare and maintain accurate and complete records and reports; communicate effectively with staff, students, and the public; operate standard office machines including word-processors, on-line computer terminals, printers and related equipment; follow verbal and written instructions with a minimum of direction; type at a speed of 40 net words per minute; maintain cooperative relations with students, teachers, co-workers, and the general public; essential functions require, with or without the use of aids: mobility to move to counter, files and other areas of the school or office; sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate personal computer, telephone, typewriter, and other business machines.

Experience:

One year of general clerical experience; school district experience desirable.

Education:

Equivalent to completion of the twelfth grade.