

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: CLERICAL ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine typing and clerical functions in support of a school or District Office function.

DISTINGUISHING CHARACTERISTICS:

The Clerical Assistant I classification is the entry-level class in the Clerical Assistant series. Incumbents in this classification are assigned routine and repetitive functions requiring minimal previous experience. Duties may usually be performed with brief instructions and work indoctrination. Employees typically work under close supervision or under the work direction and guidance of senior level clerical personnel. Incumbents in the Clerical Assistant II classification perform more varied clerical and typing duties and work with more freedom to act. Incumbents in the Clerical Assistant III classification have sufficient knowledge to be a primary reference source to assist in the resolution of difficult problems and to plan and conduct a function with a high degree of independent judgment.

REPRESENTATIVE DUTIES:

1. Create letters, memoranda, bulletins, reports or other materials.
2. Receive visitors to the school or District Office and refer telephone calls and visitors to the proper person.
3. Maintain records and inventories.
4. Receive, sort and distribute incoming and outgoing mail.
5. Generate lists such as student absence lists and student drop forms; assist in the attendance function as directed.
6. Operate a copy machine; package and distribute complete copies; maintain proper duplicating equipment supplies and paper stock.
7. Assure the timely distribution and receipt of a variety of records, reports and bulletins as directed.
8. Perform clerical work such as posting records, and securing information from clearly indicated sources.

9. Make telephone calls at the direction of senior-level technicians or Clerical Assistants; assist in the contacting and scheduling of substitute personnel.
10. Perform other job-related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Current office practices, procedures and equipment
Simple record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Reading and writing communication skills
Oral and written communications skills

ABILITY TO:

Functions and clerical operations of an administrative office
Professional telephone techniques, including proper etiquette and customer service strategies
Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools (e.g., Google Workspace, Microsoft Office, Informed K12)
Work cooperatively with others
Meet schedules and timelines
Type at 35 words net per minute from clear copy
Maintain records and prepare reports
Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience in performing clerical tasks.

WORKING CONDITIONS:

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift carry, pull, push up to 25 pounds; typical office environment subject to tight deadlines and working in difficult interpersonal situations (e.g. upset parents, uncooperative coworkers), exposed to minor contagious illnesses.

SALARY RANGE: 40

ADOPTED BY PERSONNEL COMMISSION: November 6, 2024
ADOPTED BY BOARD OF EDUCATION: November 19, 2024