CHULA VISTA ELEMENTARY SCHOOL DISTRICT
84 EAST 'J' STREET, CHULA VISTA, CA 91910

CLASSIFIED JOB DESCRIPTION

CLERK II

JOB SUMMARY:

Under general supervision, performs office clerical duties according to specific routine procedures; may be assigned responsibility for one of more clearly defined projects and/or office functions under supervision of another; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Compiles student files and database reports.
- Orders office supplies, books, toys, and equipment.
- Maintains lost and found items, student records, files, records, office machines.
- Acts as a backup to department secretaries as needed.
- Operates office machines.
- Schedules use of facilities and appointments.
- Types forms, reports, letters, labels, and memos.
- Processes mail, district forms, student records, and references.
- Files student records, forms, letters, reports, catalogs, and correspondence.
- Composes memos and correspondence.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time clerical experience at the level of Clerk I or equivalent.

- Ability to understand and follow oral and written directions; clerical aptitude and ability to work effectively with others.

- Knowledge of basic office methods, procedures and the operation of simple office equipment.

- High school diploma or GED required.

Classified Salary Schedule: *Range 19*
BOARD APPROVED: *05-20-1997*
REVISION DATES: *07/01/01*
07/16/23
08/09/2023