

CLASSIFIED JOB DESCRIPTION

INFORMATION SERVICES SUPPORT CLERK

JOB SUMMARY:

Under direct supervision, performs office clerical duties according to specific routine procedures in the Information Services Department; processes the U.S. and school mail; performs data entry tasks; assists in installation and repair of wiring systems; assists and gains expertise in the repair of electronic equipment; and performs other related duties as required.

ESSENTIAL JOB FUNCTIONS:

- Processes and delivers inter-office and U.S. postal mail.
- Provides assistance in all functions of the Information Services Department.
- Responds to HELP Desk calls for support in the Information Services Department.
- Assists in the repair of computers, audiovisual or communications equipment.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to understand and follow oral and written directions; possess mechanical aptitude and manual dexterity; must be able to move 50 pounds; ability to effectively communicate with non-technical staff and resolve problems regarding the use of computer hardware or software; ability to maintain a quality customer service attitude
- Knowledge of testing and repairing various technology-related equipment
- High school diploma or GED required. Evidence of a valid California driver's license and insurability for operation of District vehicles.

Classified Salary Schedule: Range 19
BOARD APPROVED: 7-14-1998
REVISION DATES: 7/17/2023
08/09/2023