

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BILINGUAL ASSESSMENT CENTER CLERK (Range 14)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical support duties for the District Assessment Center according to several specific routines and well-defined policies and procedures.

DISTINGUISHING CHARACTERISTICS:

The Bilingual Assessment Center Clerk performs a variety of complex and diverse clerical duties involving independent judgment and action within a specific office functional area or provides sole clerical support for an assigned office.

REPRESENTATIVE DUTIES:

Perform a variety of clerical support duties for the Assessment Center according to several specific routines and broadly defined policies and procedures. **E**

Communicate the intent and results of the Home Language/Ethnic Survey and other Assessment Center forms to the schools and parents/students in Spanish and English. **E**

Contact school districts to obtain past English and primary language proficiency results for students who have previously been assessed. **E**

Schedule appointments for students to be tested with the State required English and primary language proficiency assessments. **E**

Type letters, memoranda, bulletins, reports, schedules, lists, requisitions or other materials from copy, or rough draft of verbal instructions on a typewriter or computer terminal; input a variety of data and records relating to assigned function into a computer system. **E**

Proofread documents in English and Spanish for accuracy, completeness and conformance to established procedures. **E**

Develop and maintain a variety of logs, records and files related to the Assessment Center; compile information and prepare summaries and reports; compile and tabulate statistical data. **E**

Maintain supply and material inventory of assigned area; requisition, receive and distribute materials and supplies according to established procedures. **E**

Answer telephones; greet the public in Spanish and English and provide routine information and direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed. **E**

Operate a variety of office and other equipment as assigned; maintain equipment in proper working condition. **E**

Duplicate and distribute a variety of records, reports and other materials, as directed.

Receive, sort and distribute incoming and outgoing mail as assigned.

Proctor student exams. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.

Listening, speaking, reading, and writing communication skills in English and Spanish at the proficient level.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal and data entry techniques.

ABILITY TO:

Maintain accurate records and prepare reports.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Type at 40 words net per minute from clear copy.

Operate a variety of office equipment.

Meet schedules and time lines.

Make basic arithmetical calculations accurately.

Meet the public tactfully and courteously and provide routine information in English and Spanish.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience.

OTHER REQUIREMENTS:

Required to speak, read, and write fluently in Spanish.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Reaching overhead, above the shoulders and horizontally to maintain and retrieve files.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to assure complete and accurate data entry and preparation of reports and letters.

Bend at the waist to assist students.