

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Public Information Clerk

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### EDUCATION AND EXPERIENCE

Experience:

Two years of increasingly responsible secretarial work and/or public relations experience is desirable.

Education:

High school diploma or equivalent. Some college education desirable.

### SUMMARY

Under direction, performs highly skilled secretarial work and public relations activities for the District Public Information Officer by planning, organizing and participating in the clerical operations related to assigned responsibilities.

### SPECIFIC RESPONSIBILITIES

1. Receives written/oral requests for information on District activities or services and provides information or directs requests to proper sources.
2. Schedules interviews of school personnel to obtain information for internal/external communication.
3. Researches and prepares weekly activity schedules to be mailed to the media.
4. Maintains current information regarding district programs.
5. Gathers information for, proofs and distributes District newsletter.
6. Prepares and distributes news releases and tip sheets concerning District school personnel and student activities.
7. Maintains appropriate files, records and materials.
8. Performs secretarial duties as assigned, such as typing reports and correspondence, and compiling/preparing agenda information and reports.
9. Receives and responds to inquiries from either office visitors or telephone contacts.
10. Performs other related duties as may be assigned.

### SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Public relations and modern office practices and procedures,
- business English, including vocabulary, grammatical usage,

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- modern filing methods and
- common office machines.

Ability to:

- Demonstrate oral/written communication skills and to compose and edit reports and other materials;
- understand and interpret District policies and procedures;
- to meet established deadlines.
- Ability to type 45 net words per minute and
- the ability to establish and maintain effective working relationships with others.

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