

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Clerical Assistant II HR/DO

Classification: Classified Confidential

FLSA: Non-Exempt

Reports to: Site Administrator

**Range: Classified Confidential Salary
Schedule**

EDUCATION AND EXPERIENCE

High school diploma or equivalent, including or supplemented by course work in typing, record management and general office practices.

One year of paid experience performing varied general office or clerical work.

SUMMARY

Under the supervision of the appropriate administrator performs a variety of clerical functions of average difficulty, including typing and other general office duties.

SPECIFIC RESPONSIBILITIES

1. Performs a wide variety of clerical work, including typing, reviewing, proofreading, filing and recording of data on records;
2. Compiles information and prepares reports and summaries, which may include District, required attendance enrollment data and site attendance/tardy data.
3. Acts as receptionist, initiates and receives a variety of telephone calls, and provides information after making contact with school offices, students and public.
4. Answers the telephone and assists the public and office visitors.
5. Establishes and maintains a variety of files and records, which may contain confidential material.
6. Types from rough drafts and notes and prepares final copy of material, which may involve him/her, utilization of transcription equipment.
7. Operates a variety of standard office machines and equipment.
8. Composes simple form routine letters and memoranda independently.
9. Receives, sorts and distributes mail, and compiles, maintains, and mails letters for SARB process.
10. Receives and distributes books and other instructional material equipment.
11. Assists in maintaining permanent records of students including posting grades, test scores and a variety of other confidential information.
12. May process transcripts, Cum and Health folders for distribution.
13. May receive monies and prepare receipts for bank deposits.
14. Maintains simple financial or statistical records.
15. Maintains the office environment by assisting in preparing bulletin boards and displays.
16. May administer routine first aide and contacts public service agents or parents in the event of serious student illness or injury.

17. Assists with the preparation of requisitions.
18. Compiles and checks absence lists.
19. May make routine contacts and follow-up with students, parents and officials.
20. Collects, assembles, binds and staples reproduced materials.
21. Operates multiple switchboards on relief basis.
22. Assists in maintaining appropriate student behavior in an office setting.
23. Prepares and processes input data for computerized record management storage and retrieval system and utilizes the output reports in the operational functions; provide reports to teachers.
24. Assist site staff as facilitator of SARB meetings when needed.
25. Verify dropped students are no longer in district and clean out cum folders; compile lists, package cum folder contents for permanent district storage.
26. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge of:

Modern office methods, procedures and techniques; appropriate English usage, spelling grammar, punctuation and arithmetical concepts; standard office machines and equipment; Microsoft Word, Excel, Mail Merge, record storage, retrieval and management systems; basic first aid techniques and procures.

Ability to:

Perform general clerical work of average difficulty with speed and accuracy; ability to multi-task in a fast-paced work environment with steady interruptions, make simple arithmetical calculations with speed and accuracy; communicate effectively in oral and written form; type at a net speed of 45 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships; operate a variety of office machines.

PERSONAL CHARACTERISTICS

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