

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Clerical Assistant II

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

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

Education:

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

SUMMARY

Under the supervision of the appropriate administrator, performs a wide 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 the recording of data on records.
2. Compiles information and prepares reports and summaries which may include District required attendance and enrollment data.
3. Acts as a receptionist, initiates and receives a variety of telephone calls, and provides information after making contact with school offices, students, and public.
4. Answer 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 the 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.
10. Receives and distributes books and other instructional material or 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 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 aid 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.

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03/00

20. Collects, assembles, binds and staples reproduced materials.
21. Operates multiple switchboard 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.
24. Performs other related duties as 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:

- Modern office methods, procedures and techniques;
- appropriate English usage, spelling, grammar and arithmetical concepts;
- standard office machines and equipment;
- record storage, retrieval and management systems;
- basic first aid techniques and procedures.

Ability to:

- Perform general clerical work of average difficulty with speed and accuracy;
- make simple arithmetical calculations with speed and accuracy;
- communicate effectively in oral and written form;
- type at a net corrected speed of 45 words per minute;
- understand and carry out oral and written directions;
- establish and maintain cooperative working relationships;
- operate various office machines including the mimeograph and multigraph.

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