

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Clerical Assistant I

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

---

### EDUCATION AND EXPERIENCE

Experience:

Six months experience in general clerical duties.

Education:

High school diploma and the ability to pass the clerical proficiency test.

### SUMMARY

Under the supervision of the appropriate administrator performs a variety of clerical and general office work, including the use of a typewriter.

### SPECIFIC RESPONSIBILITIES

1. Performs general clerical and office work, including typing, proofreading, filing, checking and recording information;
2. Assists office visitors by providing information relative to routine for procedure matters;
3. Types material from oral directions, rough drafts or handwritten notes, including various records, tests materials, reports, memoranda, tables, lists and a variety of other documents;
4. Posts information to records and completes forms, some of which may be confidential;
5. Prepares a variety of materials for reproduction;
6. Operates a variety of office machines and equipment;
7. Sorts and files documents and materials according to a predetermined classification system;
8. Makes arithmetical calculations;
9. Checks records and documents for clerical and arithmetical accuracy, completeness and to ensure compliance with established procedures;
10. Processes outgoing letters, documents and forms when assigned;
11. Receives, sorts and distributes incoming mail when assigned;
12. Proofreads materials and collates/assembles materials;
13. Acts as receptionist, meets public to answer inquires and directs people to the proper office;
14. 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:

-Appropriate English usage, spelling, grammar and arithmetical concepts;

AK:wmd

03/22/00

Approved: August 10, 1982

- standard office machines and equipment;
- numerical, alphabetical and subject matter filing systems;
- office practice and procedures;
- appropriate human relations and student needs.

Ability to:

- Learn and apply standard office procedures and operate office equipment skillfully and efficiently;
- perform routine general office and clerical work with speed and accuracy;
- type at a net corrected speed of 35 words per minute;
- understand and carry out oral and written directions;
- establish and maintain cooperative working relationships;
- operate various office machines.

AK:wmd

03/22/00

Approved: August 10, 1982