

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform diversified clerical duties in support of assigned school office; prepare and maintain logs, files and records; review and verify the accuracy and completeness of various documents.

REPRESENTATIVE DUTIES:

Perform diversified clerical duties in support of assigned school office or program. *E*

Provide information concerning policies and procedures of assigned school or program; communicate with parents and with other agencies and departments to provide or obtain a wide variety of information. *E*

Compile information and prepare and maintain logs, files and records; review and verify the accuracy and completeness of various documents; maintain confidentiality of materials and information. *E*

Receive and screen phone calls and visitors; take and transmit messages; provide information and direct inquiries and visitors to the proper person or office. *E*

Prepare, format, type, proofread and duplicate a variety of records and materials. *E*

Receive, screen and route mail. *E*

Coordinate schedules and communicate with others regarding meetings, appointments, and other activities. *E*

Operate computers and peripheral equipment to enter, revise and update information; generate narrative, financial, and statistical records, reports, lists and summaries as needed; operate other office equipment to perform assigned duties. *E*

Requisition school supplies and materials to maintain inventory levels. *E*

Assist with enrolling students, health-related activities, field trips, preparing bulletins, attendance and lunch counting or other specialized duties as assigned by the position.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The School Office Clerk works under the direct supervision of the Principal or immediate supervisor. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Basic school office practices, policies and procedures.
Common office clerical terminology, skills, and practices.
Basic financial and statistical accounting and record-keeping.
Record-keeping techniques, filing systems and information management.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of various office machines.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

ABILITY TO:

Perform a variety of responsible clerical work in support of an assigned school site.
Learn the policies, procedures, and terminology of the assigned school and programs.
Prioritize and schedule work.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Perform duties effectively with constant interruptions.
Maintain records and prepare reports.
Type at an acceptable rate of speed.
Understand and follow oral and written directions.
Operate a variety of office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year responsible experience involving the use of computer equipment and related software.

WORKING CONDITIONS:

ENVIRONMENT:

School office environment; constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: May 1, 1990