CLASS TITLE: **NECESSARY SMALL HIGH SCHOOL CLERICAL SUPPORT**

DEFINITION: Under general supervision, performs a wide variety of clerical and secretarial tasks of moderate difficulty at all Necessary Small High Schools and performs related work as required.

EXAMPLES OF DUTIES:
- Prepares and types documents
- Prepares documents and inputs information into data systems
- Provides training and assistance for staff and others on student data base system
- Compiles and calculates simple statistical data
- Completes a variety of forms, lists and reports
- Maintains files and records
- Prepares and submits purchase orders for supplies and materials and verifies purchases
- Assists site administrators with site budget allocations, reports, coding and tracking expenditures, and other related tasks
- Prepares student transcripts, requests and forwards transcripts
- Answers phone calls
- Schedules meetings and appointments
- Processes mail
- Receives the public and provides general information
- Operates standard office equipment including computers and related software
- May provide first aid to students

DESIRABLE QUALIFICATIONS:
Training and Experience: One year experience in general office work; or an equivalent combination of training and experience.

Knowledge of:
- General office procedures
- Basic arithmetic
- Basic grammar, spelling and composition

Skill in:
- The operation of general office equipment
- Following written and verbal instructions
- Working effectively with students, staff and the public
- Performing clerical and secretarial tasks in an accurate and timely manner
- Typing and filing

Ability to:
- Work independently
- Organize work for maximum efficiency
- Learn to operate radio dispatching equipment
- Learn to operate a computer keyboard
- Drive from site to site in a timely and efficient manner

Licenses and Certificates:

- Some positions may require American Red Cross First Aid Certificate
- Valid California driver's license

Sample Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

CST, Salary Range: 468
Approved by Board of Education: June 15, 2010
MT. DIABLO UNIFIED SCHOOL DISTRICT