CLASS TITLE: PRINCIPAL CLERK

DEFINITION: Under direction, performs specialized clerical tasks; coordinates clerical operation, and performs related work as required.

EXAMPLE OF DUTIES:

- Supervises and participates in processing, recording and filing of a variety of documents involving administrative procedures
- Coordinates, instructs, assigns and schedules tasks to subordinates
- Prepares and maintains complex statistical reports and records
- Assumes responsibility of a specific clerical function or specialized unit of a department requiring fundamental knowledge of the departmental operation
- Composes correspondence
- Participates in the development and implementation of office procedures'
- Establishes and maintains filing systems
- Resolves procedural questions and problems with other units and the public
- Schedules meetings
- Order supplies
- Operates office equipment including computers and related software

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to three years of office experience; coursework or training related to business or clerical work..

Knowledge of:
- Standard clerical operations, responsibilities, policies and regulations
- The principles and practices of supervision and training
- Correct English usage, spelling and grammar

Skills in:
- Using judgment in making minor decisions in accordance with laws, ordinances, regulations and departmental policies and procedures
- Establishing and maintaining effective working relationships with others
- Supervising subordinates
- Preparing accurate financial and statistical reports

Ability to:
- Operate a computer and related software

Licenses and Certificates:
- A valid California drivers license

CST, Salary Range: 444
MT. DIABLO UNIFIED SCHOOL DISTRICT