

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

CLERK

DEFINITION

Under direction of Assigned Supervisor, the Clerk performs a variety of general clerical and support functions including answering phone, typing, filing, and record maintenance. Performs various other office support functions and other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collects, files, and maintains records such as expenditure claims, employee time sheets, deposit forms, budget requests/reports, confidential student files and other related information for program/department needs.
- Initiates requests for supplies and equipment by completing appropriate documents.
- Produces letters, memos, spreadsheets, and agendas; completes forms such as requests for student data forms; completes requisitions and other documents; types and prepares pamphlets and flyers; types manuals, handbooks, and contracts, as necessary.
- Answers and routes telephone calls; conveys information both orally and in writing by answering inquiries from parents, staff, students and other clients regarding departmental rules, regulations, policies, and procedures.
- May assist in producing and/or submitting reports to the state and local entities.
- May act as office receptionist greeting visitors and scheduling meetings for supervisor.
- Provides materials, distributes workflow, and initiates requests for information when required.
- Coordinates and prepares meetings and special events by reserving rooms, arranging for refreshments, necessary equipment, and materials.
- Assists with student enrollment as needed.
- Duplicates, sorts, and distributes various documents.
- Maintains departmental calendars.
- Sends, receives, and distributes facsimile and e-mail; sorts, distributes and redirects mail.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Any combination of training and/or experience which demonstrates ability to perform the duties as described.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Standard types of office filing systems.

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- Proper telephone etiquette and techniques.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Maintains office filing and record keeping systems, utilizing manual and/or computer equipment.
- Communicate effectively in both oral and written form; read, understand, and follow instructions.
- Manage and prioritize multiple activities.
- Perform basic research and report results.
- Read and apply rules, regulations, and procedures.
- Learn appropriate filing and record keeping systems.
- Select appropriate business formats.
- Deal effectively with students, parents, administrators, and the general public.
- Understand and maintain confidentiality.
- Work independently and make effective/efficient use of resources.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program/department.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff, students, and community.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: A

Approval Date: August 15, 2024