

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: OFFICE CLERK

Classification:	Classified	Work Year:	251 Days
Department:	District Office	Board Approval:	5/7/2015
Reports To:	Director or Designated Coordinator	Work Year Revision:	2/19/2009
Salary Range:	Classified Salary Schedule, Range 13	Format Revision:	04/23/2015

BASIC FUNCTION:

To perform a variety of general clerical support activities including, typing, filing, telephoning, and record keeping for various District programs or office operations. Employees in this position may be assigned on a substitute or temporary basis to various school sites, departments, program areas, and/or special projects on an 'as needed' basis.

REPRESENTATIVE DUTIES:

- Performs a variety of clerical activities related to the function of assigned District office and/or programs.
- Types prescribed information on forms, cards, and records from clearly defined sources.
- Prepares memos, correspondence, and reports from clear draft, handwritten copy, notes, or verbal direction.
- Answers telephones, takes messages, and/or refers callers to appropriate sources/staff.
- Receives visitors in District office, provides information, or directs to appropriate offices/staff.
- Checks, verifies, sorts, tabulates, and files a variety of data and information according to alphabetical, numerical, and/or predetermined classifications, maintaining cross-reference files.
- Maintains and processes information related to assigned operational records by transferring data, calculating totals and subtotals, or compiling summaries.
- Maintains computerized data files and records.
- Processes forms, applications, and/or other paperwork as assigned.
- Organize and maintain filing system as assigned.
- Prepares duplicate masters, and performs graphic work as needed.
- Operates variety of standard office equipment.
- Performs other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent
TB test clearance and fingerprint clearance

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office methods, procedures, and practices;
- Basic mathematical skills to prepare routine reports;
- Proper English usage, grammar, punctuation, and spelling

ABILITY TO:

- Operate standard office equipment/machines such as calculator, copy machine, computer;
- Word process accurately and efficiently;
- Perform routine arithmetical calculations;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Communicate effectively in oral and written form;
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

Normally located in a work environment with light physical qualifications and requirements;
Office environment subject to constant interruptions.

PHYSICAL ABILITIES:

Ability to lift 25 lbs. max or carry object weighing up to 15 lbs.
Sufficient vision to read printed material.
Sufficient hearing to conduct in person and telephone conversations.
Understandable voice with sufficient volume and clarity to be heard in normal conversations.
Sufficient dexterity, to write, use telephone, office, and media equipment.
Sufficient mobility to move about the District and drive a car.
Physical, mental, and emotional stamina to endure workload under sometimes stressful conditions.