JOB DESCRIPTION

JOB TITLE: Clerical Assistant

Job Family: Clerical/Secretarial Services

Range: 17

Job Purpose Statement/s: The job of "Clerical Assistant" is done for the purpose/s of performing any regular clerical, records keeping, typing and/or general office duties which follow particular routines; clerical aptitude, willingness to learn, and a pleasing personality are more important than any particular experience.

Essential Job Functions:

* **Performs** a variety of clerical work, including typing, proofreading, filing, checking and recording information on records.
* **Posts** information to forms, accounts and records.
* **Alphabetizes,** files and re-files papers, cards and reports.
* **Searches** records and files for readily identified information.
* **Answers** the telephone and provides information concerning school or departmental programs.
* **Prepares** and compiles various school or departmental records and reports.
* **Greets** visitors and provides information relative to school or departmental procedures or services.
* **Operates** a variety of office machines, including typewriter, copier, adding machines and computer terminal.
* **May** work in a variety of locations.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Previous clerical/typing/computer experience is desirable.
* **Skills**, **Knowledge and/or Abilities Required:**

  Skills: Typing/Keyboarding at a rate of 30 words per minute; use English in both written and verbal form, use correct spelling, grammar and punctuation.

  Knowledge of standard office procedures.

  Abilities to sit for prolong periods, understand and carry out oral and written instruction. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation. Perform a variety of basic clerical work with accuracy and speed; learn to operate standard office equipment, including computer. Learn and follow office routines.

* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Valid California Driver's License.