JOB DESCRIPTION

JOB TITLE: Clerk III (Assignment)

Job Family: Clerical/Secretarial Services

Range: 28

Job Purpose Statement/s: The job of "Clerk III" is done for the purpose/s of performing a variety of typing, records maintenance and general clerical work of above average difficulty, requiring a thorough knowledge of operations within assigned areas of responsibilities.

Essential Job Functions:

* **Performs** a variety of clerical work of above average difficulty, including typing, proofreading, filing, checking and recording information on records.
* **Types** letters, cards and other material from oral directions, rough draft copy or notes.
* **Searches** records and files to prepare reports and summaries.
* **Explains** and interprets facts and policies to other employees and the public about a specific assigned function.
* **Answers** the telephone and gives authoritative information about the function assigned.
* **Contacts** teachers/parents by telephone or note regarding assigned office procedures and operations such as to verify absences and early dismissals, to update emergency cards, etc.
* **Checks,** verifies, sorts, tabulates and files a variety of data and information according to predetermined classifications, maintaining alphabetical, numerical, index and cross-reference files.
* **Maintains** and processes information related to assigned operational records by transferring data, calculating totals and subtotals or compiling summaries.
* **Maintains** assigned school or District office records, such as attendance, enrollment, health, student process forms, applications, documents, records and/or other paperwork in support of assigned office functions.
* **Copies** materials using copier or other media as assigned.
* **Reviews** documents for accuracy, completion and conformance to established procedures.
* **Files** material alphabetically, numerically and by other predetermined categories.
* **Operates** a variety of office machines, including typewriter, copier, calculator and computer terminal.
* **May** work in a variety of locations, including school or District offices.
* **Provides** services to sick/injured students.

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:** Three (3) years experience in typing and general clerical work, including use of computer.

* **Skills**, **Knowledge and/or Abilities Required:**

Skills: Typing/Keyboarding at a rate of 30 words per minute, operate standard office equipment including use of computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.

Knowledge of standard office equipment. Familiarity with District policies, rules and regulations pertaining to assigned area.

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. Work efficiently with frequent interruption; perform clerical work without continuous supervision; operate standard office equipment.

* **Education Required**: High School diploma or equivalent, including courses in typing and office practices.

* **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.