JOB DESCRIPTION

JOB TITLE: Clerk I: Assignment

Job Family: Clerical/Secretarial Services

Range: 19

Job Purpose Statement/s: The job of "Clerk I" is done for the purpose/s of performing entry level but responsible clerical support activities, including typing, filing, telephoning and recordkeeping in support of assigned school or District Office operations.

Essential Job Functions:

* **Performs** a variety of clerical activities related to the functions of assigned District or school offices.
* **Types** prescribed information on forms, cards and records from clearly defined sources.
* **Types** tests, memos, correspondence and other materials from clear, draft or handwritten copy.
* **Answers** telephones, takes messages and/or refers callers to appropriate resources.
* **Receives,** sorts and distributes mail.
* **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 office records, such as attendance, enrollment, health, student CUM, registration, etc. and prepares routine reports as required.
* **Processes** forms, applications, documents, records and/or other paperwork in support of assigned office functions.
* **Receives** and screens ill or injured students or staff; determines the nature of the illness or injury and provides treatment or refers to nurse, doctor, parents and others as required by established District policies and procedures.
* **Prepares** masters and runs copies.
* **Copies** materials using copier or other media as assigned.
* **Provides** services to sick/injured students.
* **May** assign and review the work of student assistants.

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:** One (1) year clerical experience.
* **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. Correct English usage, spelling, grammar, punctuation and math.

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. Learn to operate standard office equipment/machines such as typewriter, calculator, copy machine, computer terminal and printer; perform routine mathematical calculations using addition, subtraction, multiplication and division.

* **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. Valid first aid certificate.