



Job Description

POSITION TITLE:	Clerk II, SELPA Vocational Skills Lab Professional Learning and Support	JD#2162
SALARY PLACEMENT:	Classified Salary Schedule Range 21	

SUMMARY OF POSITION:

Under the direction of SELPA Program Specialist and Project Liaison I, the Clerk II will assist and support students' participation in Work Experiences and Work Exploration.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High School diploma or equivalent. Able to demonstrate proficiency in basic reading, writing and math skills at a level required of high school seniors. One year of clerical experience, experience working with children, or a combination of education and experience.

DESIRABLE QUALIFICATIONS-EDUCATION, TRAINING AND/OR EXPERIENCE:

Ability and/or desire to assist in the development of creative and motivating work experiences for students; possess a willingness to work with students in a work setting as well as oversee (under the supervision of the Project Liaison) work exploration; possess a willingness to learn techniques for building self-esteem and confidence in students; and education in child development. Experience interacting with youth. Experience working in an educational or recreational setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to be flexible; demonstrate respect for students, parents, and staff; demonstrate and model the ability to think critically, live responsibly, embrace challenges, and be a life-long learner. Possess basic computer skills. Ability to carry out oral and written directions and communicate effectively.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Assist Project Liaison in development of the work environment.
2. Assist the Project Liaison in maintaining a positive, motivating learning and work environment.
3. Participate in staff meetings as required.
4. Develop and maintain positive, cooperative relationships with students, parents, staff, and the community.
5. Perform a variety of clerical tasks, including typing, copying documents, gathering resource materials, and maintaining records.
6. Assist in completion of employment paperwork with placed students; including collecting and verifying all work-related documents for students placed at training sites.
7. Maintain confidentiality on job related matters.
8. Assist with the maintenance of job banks for students.
9. Assist with the placement of students in work experiences.
10. Collect and review timesheets, progress notes, and evaluations.
11. Collect, log, and track student employment records.

12. Drive to school sites, businesses, and agencies within San Joaquin County.
13. Assist with monitoring students in work experiences.
14. Transport students to and from the job site.
15. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a school setting, and come in direct contact with SJCOE staff, parents, students and the public-at-large.

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