

CLERICAL ASSISTANT II

JOB SUMMARY

Under general supervision, performs a wide variety of clerical work of above average difficulty involving several specific routines within broadly defined policies and procedures.

DISTINGUISHING CHARACTERISTICS

Clerical Assistant II duties are above average difficulty and require the exercise of independent judgment in interpretation and application of standard practices and procedures to complete assigned tasks. Incumbents in this class may have their work coordinated and assigned by a higher-level secretarial employee under the direction of a District or site administrator. Incumbents perform a wide variety of general and specialized clerical duties with only occasional instruction or assistance. This class differs from the higher-level position of secretary in that the work tasks are of a less complex nature and generally involve established and routine tasks and procedures. Less independent judgment is required in the performance of these duties.

EXAMPLES OF DUTIES

Performs a wide variety of general and specialized clerical and typing work of above average difficulty; types letters, memorandums, reports, and other materials from marginal notes, rough drafts or verbal instructions; compiles information from various sources and types on a variety of forms; may be required to prepare a wide variety of reports and summaries requiring independent judgment; schedules and makes appointments for supervisor; collects money and maintains financial records at the school site or District Office level; reviews documents for accuracy, completeness and conformance to instructions and established procedures; compiles and tabulates statistical data; serves as receptionist for students, parents, district employees, or the general public; answers inquiries and gives out information; develops and maintains files; give first aid to students at school sites; may act as the chief clerical support for a variety of programs at the District or school site level; may act as the clerical assistant to the school secretary at a school site; prepares class schedules and registers students, calls parents of students with various problems or questions; operates computer and software systems to input or retrieve data; verifies accuracy of data processing reports; operates standard office equipment; performs other related duties as needed.

EMPLOYMENT STANDARDS

Education and Experience: Equivalent to graduation from high school. Coursework in office occupations desirable.

Experience: Equivalent to at least two years of experience in clerical and typing work.

Knowledge of: Office practices and procedures, including-business correspondence, filing and the operation of various kinds of office equipment; basic fiscal recordkeeping practices and procedures, correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills, interpersonal skills using tact, patience and courtesy; receptionist and telephone techniques and etiquette.

Ability to: Pass a typing test at 45 wpm; operate standard office machines including computer systems and maintain records and prepare complex reports; perform clerical work of above average difficulty and arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; maintain confidentiality; perform complex tasks with a minimum of supervision and direction; obtain a First Aid Certificate if required; work cooperatively with others.

Certificates and other requirements: Candidate may be required to obtain a Red Cross First Aid Certificate by the end of the probation period. Requirement dependent on site or department assignment.

Physical Standards

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. While the noise level in an office environment is usually quiet, a school site office may be somewhat louder. Possible exposure to blood-borne pathogens, body fluids and communicable disease.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required. The ability to learn and administer first aid and CPR is required at the school site.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Revised By The Personnel Commission: 10/03/88, 6/13/02, 3/4/04