

JOB DESCRIPTION

San Diego County Office of Education

PROGRAM CLERK

Purpose Statement:

Under general supervision, performs specialized clerical duties, of a difficult and complex nature, in support of an SDCOE Program by monitoring support and reporting functions.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Performs any combination of the following duties: reviews attendance data and reports for accuracy, completeness and compliance with applicable statutes, regulations, and program criteria.
- Submits corrections or notifies others of discrepancies; creates program files.
- Compiles data for program reports and summaries and submits to management staff for analysis; creates charts, graphs and other presentation materials.
- Tracks revenues and calculates funding allocations according to predetermined criteria; works with Internal Business staff to disburse funds to proper accounts.
- Contacts and responds to inquiries from school districts, local, State and other agencies, and the general public to provide and/or obtain information as required or requested.
- Interprets and explains program standards and criteria.
- Maintains complex records related to program data, financial reports and documentation.
- Attends meetings and makes presentations at workshops and training sessions as required.
- May transcribe letters and reports from transcribing equipment.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:**Knowledge and Abilities****KNOWLEDGE OF:**

Modern office-clerical practices and procedures

Computerized spreadsheets

Online management information systems

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Quickly learn applicable program standards and criteria;

Operate a computer and a variety of related software, including spreadsheet and database applications;

Type accurately at a rate of speed sufficient for successful job performance;

May operate transcribing equipment;

Verify and compile numeric data;

Perform computational tasks accurately;

Prepare reports, correspondence and forms;

Maintain complex files and records requiring the use of an on-line computerized data system;

Communicate orally and in writing;

Follow oral and written instructions;

Interpret and explain policies, procedures, rules and regulations;

Maintain effective relationships with those contacted in the course of work;;

Work effectively independently and as part of a team with minimum supervision;

Organize and prioritize work;

Exercise appropriate judgment in making decisions;

Maintain confidentiality of information;

Demonstrate attendance sufficient to complete the duties of the position as required;

Complete routine tasks thoroughly, accurately and with attention to detail

Working Environment:**ENVIRONMENT:**

Duties are typically performed in an office setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Training and experience which would clearly demonstrate possession of the knowledge and abilities listed below. An example of a typical qualifying background would include: three years of work experience in an office support role involving the use of computer spreadsheet applications to maintain records and prepare complex reports

Equivalency: A combination of education and/or experience equivalent to training and experience which would clearly demonstrate possession of the knowledge and abilities listed below. An example of a typical qualifying background would include: three years of work experience in an office support role involving the use of computer spreadsheet applications to maintain records and prepare complex reports

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Some positions in this classification may be designated as bilingual required or bilingual preferred. All incumbents who pass a bilingual assessment in this classification are eligible for a bilingual stipend, which is issued only when all contractual conditions outlined in the Classified employee collective bargaining agreement are met.

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 044

Personnel Commission Approved: 10/2007

Revised: 07/2011, 07/2013, 07/2015, 09/2026