

Redlands Unified School District

## COUNSELING CENTER CLERK

### DEFINITION

Under general supervision, perform a variety of regular clerical, typing, telephone, public contact, and office support duties in assisting operations; may assist with student records, attendance, regular contact with students, teachers and District staff, parents and public; and do other related work as required.

Clerical assignments are determined by the school Principal or other certificated supervisor, coordinating work schedules and duties closely with the lead clerical position. This class differs from other position assigned to the Typist Clerk II classification by assignment to a secondary counseling center.

### EXAMPLES OF DUTIES

Perform a variety of clerical work in an organized and friendly manner including standard and statistical typing, proofreading, filing, and recording of data; compile information and prepare reports and summaries; answer the telephone and provide caller with routine information and data; may operate a private branch telephone switchboard; assist the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to appropriate offices; assist with scheduling and processing of paperwork for, but not limited to, IST, 504 and /or IEP meetings and any other instructional program support meetings; maintain a variety of alphabetical, numerical, and subject matter files and records; type from rough drafts, and notes; may perform a variety of functions using a computer terminal; may compose routine letters and memoranda independently; receive, sort, and distribute mail; make appointments; may assist in the school health office and maintain health records; may receive and distribute books and other instructional materials or equipment; may receive money and prepare receipts for bank deposits; may maintain simple financial or statistical records; perform tasks in maintaining a neat and orderly work environment; may perform routine health and attendance functions.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Standard office practices, procedures, and techniques;  
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;  
Standard office machines and equipment;  
Computer terminology and a working knowledge of various software programs;  
Record storage, retrieval, and school-related computerized systems;  
Basic health and first aid techniques and procedures, as required by the assignment.

##### Ability to:

Perform general clerical work of average difficulty with speed and accuracy;  
Make simple arithmetical calculations with speed and accuracy;  
Communicate effectively in oral and written form;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Effectively work with computers;  
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy. Capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, record management, and general office practice.

Experience:

One year of experience performing varied general office or clerical functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I