

CLERICAL SPECIALIST

DEFINITION

Under general supervision, perform specialized and responsible clerical and accounting tasks; responsible for a functional unit of activity which may include directing clerical personnel and/or coordinating and organizing the functions and activities of other personnel; perform routine administrative tasks for more than one manager/supervisor; and do other related work as required.

EXAMPLES OF DUTIES

Perform specialized and technical clerical work involving analysis of a variety of materials and a thorough familiarity with policies, regulations, practices, terminology, and applicable legal provisions; may organize, coordinate and lead personnel; compile a variety of narrative and statistical reports; investigate, search and locate sources of information; devise forms to compile and abstract data, and determine report formatting; answer questions regarding complex and technical data, give explanations of laws, policies or procedures; may perform complex and technical accounting and clerical functions using independent judgment, referring only unusual matters to supervisors; establish and maintain alphabetical, numerical, subject matter and other classification files and catalogues; type from rough drafts, notes and use transcription equipment; prepare indices and cross reference files concerning a variety of files and records; initiate and receive a variety of telephone and personal contacts from District employees and the public concerning the technical and responsible functions of the work unit; may assist in the orientation and training of personnel; operate a computer terminal, word processing equipment, and prepare input material for use with a computer-assisted information management, storage and retrieval system; may assist District personnel and the general public in completing a variety of forms and documents; may coordinate posting of information and data to records and/or files which have legal, administrative, or confidential significance; may contact and assign substitute personnel to replace absent employees; may contact District personnel by paging and two-way communication devices in dispatching emergency and routine work assignments; may maintain accounting records required for open purchase orders; may maintain petty cash account; may provide input into the performance evaluation of other clerical personnel.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;
Correct English usage, spelling, grammar, punctuation and arithmetic concepts;
Computer terminology and a working knowledge of various software programs;
Basic techniques and strategies of planning and organization;
Effective reception and/or telephone techniques, correspondence and report writing and proofreading;
Standard office machines, equipment, and computers, including transcription and word processing equipment;
Operational procedures, policies, rules, regulations and legal provisions specific to the assignment.

Ability to:

Perform complex and specialized clerical work utilizing independent judgment, and requiring speed and accuracy;
Utilize database retrieval and management systems;
Prepare clear, concise and comprehensive reports;
Organize, coordinate, and lead the work of personnel;
Accurately interpret legal mandates, District policies, rules and regulations, and apply them to a variety of operational procedures;
Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;
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 computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, office management, record management and storage and retrieval systems.

Experience:

Two years of responsible or specialized clerical experience, preferably in a public school organization, including some experience in organizing and coordinating specialized 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