

SCHOOL CLERK

DEFINITION

Under general supervision, perform a variety of regular clerical, typing, telephone, public contact, and office support duties in assisting school operations; 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 positions assigned to the Typist Clerk II classification by assignment to an elementary school as the adjunct position to the School Office Manager.

EXAMPLES OF DUTIES

Perform a wide variety of clerical work in an organized and friendly manner, including tasks such as standard and statistical typing, proofreading, checking, filing, reporting information on records and compiling information for reports and summaries; assist in maintaining permanent records of students including recording grades and test scores; prepare class lists, daily and monthly attendance reports, new cum folders with past information entered; send for and receive transcripts; register and enroll students; monitor overflow students and their transportation needs; may maintain absence lists, file absence note, and verify absences by calling parents; may be involved in maintaining some financial records, preparation of deposits, and compiling free or reduced lunch lists for cafeteria; type requisitions, receive, shelve and distribute supplies; regularly answer telephone, take messages and serve as receptionist to visitors, teachers, students, parents, and community; may direct and instruct student helpers in the performance of clerical and office duties; may monitor student conduct in office areas frequented by students; receive, sort and route mail; may assist in school health office and maintain health records; perform record input for a variety of tests; type accident reports, administer first aid and call/locate nurse in emergencies; may be required to input and receive a variety of data and information using a computer.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

Perform responsible and specialized clerical functions requiring 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 computerized systems;
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 practices.

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