

TITLE: CLERK I, II, III

QUALIFICATIONS:

1. Knowledge of modern office practices and procedures and operation of common office equipment including computer and word processing equipment
2. Proficiency as typist; ability to make accurate arithmetical computations
3. Ability to follow oral and written directions; ability to use independent judgment
4. Ability to work effectively with staff, students and public
5. Bilingual ability may be required, depending on assignment
6. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To provide services which contribute to effectiveness of school or department by performing variety of general clerical, typing, and recordkeeping duties

DISTINGUISHING CHARACTERISTICS:

Clerk I, II, and III are entry level positions in the clerical series. Employees in these positions generally work under close supervision performing a variety of routine and repetitive tasks according to established procedures. Clerk I, II, or III is determined by the complexity of the job, workload, budget and other factors as determined by the principal or department head

PERFORMANCE RESPONSIBILITIES:

1. Assists in checking, preparing and assembling miscellaneous reports
2. Types letters, masters, permits, records, case records, lists, requisitions, work tags and other miscellaneous materials
3. Keeps records, files and performs other clerical duties common to school district organization
4. Answers phone, makes appointments, relays messages and operates office machines
5. Cuts stencils, reads, proofs, checks, collects, sorts, alphabetizes, locates, organizes and tabulates information
6. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 11, 13, 14

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable