

TITLE: CLERK V

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. Experience in organization and management of office
4. Ability to follow oral and written directions; ability to use independent judgment and supervise work of others
5. Ability to work effectively with staff, students and public
6. Bilingual ability may be required, depending on assignment
7. Must pass required tests

REPORTS TO: Administrator as assigned

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

DISTINGUISHING CHARACTERISTICS:

This class is distinguished by duties requiring use of independent judgment in maintaining clerical responsibility for specific program or function of department. Employees in this class may train and/or direct work of other clerical staff

PERFORMANCE RESPONSIBILITIES:

1. Performs variety of clerical work related to function to which assigned
2. Types letters, masters, permits, records, case records, lists, requisitions, work tags and other miscellaneous materials
3. Maintains records and compiles miscellaneous statistical reports
4. Files and located materials, organizes and checks materials, tabulates information
5. May supervise work of other clerks
6. Answers telephone, makes appointments, relays messages and provides information to staff and public
7. Keeps records, files and performs other clerical duties common to school district organization
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 18

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