

TITLE: CLERK VI

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. 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 which require the knowledge of specialized subject matter and clerical functions and the use of independent judgment in the interpretation and application of standard policies and procedures

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. Checks, prepares, mails, distributes and posts orders, requisitions, and other materials; assists in maintaining budget accounts
5. Files and locates materials, organizes and checks materials, tabulates information
6. Operates office equipment which may include laminator, varityper, merlin, and lettering equipment
7. Answers inquiries and provides information to staff and public; answers telephone, makes appointments, relays messages
8. Coordinates activities between department and other district offices as necessary
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 21

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