

**TITLE:** CLERK VII

**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; ability to develop statistical data and reports
3. Experience in organization and management of an 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. Ability to operate variety of media equipment may be required, depending on assignment
7. Must pass required tests

**REPORTS TO:** Administrator as assigned

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

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished by duties which require the use of independent judgment and initiative in interpreting and applying standardized procedures. Employees in this class work with considerable independence on a large scale departmental program and may provide work direction and guidance to other clerical staff

**PERFORMANCE RESPONSIBILITIES:**

1. Plans, schedules and performs variety of complex clerical work related to specialized function to which assigned
2. Checks, prepares, assembles and tabulates materials and information from various sources for records and reports
3. Types letters, masters, permits, records, case records, lists, requisitions, work tags and other miscellaneous materials
4. Keeps records, files and performs other clerical duties common to school district organizations
5. Answers inquiries and provides information to staff and public; answers telephone, makes appointments, relays messages
6. May operate variety of media equipment; may assume responsibility for routine maintenance of equipment and reporting need for major repairs
7. Trains and supervises work of other clerical staff as assigned
8. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 22

**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