

TITLE: CLERK VIII

- 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. Training and/or experience in maintenance of computerized files, including data input, retrieval and preparation of reports
 4. Experience in organization and management of an office
 5. Ability to follow oral and written directions; ability to use independent judgment and supervise work of others
 6. Ability to work effectively with staff, students and public
 7. Ability to learn and interpret rules, regulations, laws and processes related to specific area assigned
 8. Ability to plan and conduct complex clerical operations requiring effective accountability and controls
 9. Must pass required tests

REPORTS TO: Administrator as assigned

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

DISTINGUISHING CHARACTERISTICS:

This class is distinguished as the highly skilled, technical or specialist level of the clerical series with duties of a complex and diverse nature involving technical functions within a specific subject area. Employees in this class must possess sufficient subject matter knowledge to serve as a primary reference source for staff and/or public and may supervise work of other clerical staff

PERFORMANCE RESPONSIBILITIES:

1. Conducts transactions with staff and/or public requiring detailed knowledge of policies, procedures and terminology of specific area to which assigned
2. Answers inquiries and provides information of specialized or confidential nature requiring use of discretion and independent judgment in interpreting and explaining regulations and procedures
3. Checks, prepares, assembles and tabulates materials and information from various sources for records and reports
4. Develops systems to ensure accountability and controls; develops and maintains system of files and records
5. Maintains computerized files, including input, output and preparation of reports
6. Types letters, masters, permits, records, case records, lists, requisitions, work tags and other miscellaneous materials
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 24

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