

TITLE: **SPECIALLY FUNDED PROGRAM CLERK – SCHOOL SITE**

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 school by performing variety of general clerical, typing, and recordkeeping duties

DISTINGUISHING CHARACTERISTICS:

This class is distinguished by additional requirements of maintaining primary clerical responsibility for specially funded programs of a school. Employees in this class typically are assigned to schools without certificated program staff, as the lead clerk at schools with multiple specially funded clerks, or in other cases where qualifications and duties exceed the entry level.

PERFORMANCE RESPONSIBILITIES:

1. Performs variety of clerical work related to school-site specially funded programs
2. Types letters, masters, newsletters, lists, requisitions, and other miscellaneous materials
3. Checks, prepares, assembles and tabulates materials and information from various sources for records, budgets and reports
4. Checks and reviews data for completeness and conformance with established policies and procedures
5. May supervise work of other clerks
6. Answers telephone, makes appointments, relays messages and provides information to staff and public; schedules, prepares materials for and maintains minutes of meetings
7. Keeps records, maintains inventories, 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 16

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