

## **Classified Personnel**

### **SCHOOL OFFICE CLERK**

#### **DEFINITION**

Under general supervision of the School Site Principal, perform a wide variety of secretarial and clerical work of average difficulty; assist the School Secretary, as directed; do related work as may be required.

#### **CLASSIFICATION CHARACTERISTICS**

This is the entry level classification in the secretarial/clerical series. Positions in this classification require prior clerical and secretarial experience. This classification is characterized by regular assignment of secretarial and clerical duties for a school office official. The School Office Clerk has responsibility for explaining routine policies, procedures and precedence to the public or other school employees. Incumbents are expected to be flexible in doing work assignments rather than following any specific routine. It is distinguished from School Secretary on the basis of a lesser degree of program involvement in the administrator's assigned area and the availability of well established work methods and procedures. New work methods are generally developed in conjunction with supervisors.

#### **EXAMPLES OF DUTIES**

Acts as a receptionist; initiates and answers telephone calls; makes appointments; interviews callers, furnishes the desired information, refers callers to proper authority; proofreads documents and reports; attends to a variety of routine administrative details for supervisor; contacts individuals and coordinates special or periodic appointments; updates and maintains records including the computerized student attendance program; compiles information and assists in routine aspects of report preparation; may supervise assigned workers; may serve as a resource person for the department or office to which assigned; assists the School Secretary in his/her duties; all other duties, as assigned by school office supervisor(s).

#### **EMPLOYMENT STANDARDS**

##### **Knowledge and Abilities**

Knowledge of: Office methods, procedures and equipment including filing systems, reception and telephone techniques, correspondence, report writing, bookkeeping, correct English usage, spelling, grammar and punctuation, and basic computer skills.

Ability To: Learn and interpret specific rules, policies or laws and apply them using good judgment and tact; perform clerical and bookkeeping work of average difficulty with accuracy and speed; establish and maintain indexes and files; understand and carry out oral and written directions, work cooperatively with those contacted in the course of work.

##### **Education and Experience**

Education: Equivalent to the completion of the twelfth grade, including or supplemented by course in typing, computers, and office practices.

Experience: Two (2) years of clerical and bookkeeping experience, preferably in a position requiring independent responsibilities for office procedures and office management.

##### **SKILLS**

Type accurately at a rate of 45 wpm; basic computer skills.

##### **LICENSE(S) AND/OR CERTIFICATES REQUIRED**

None required.

##### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Strength: Light physical demands involving limited lifting, carrying, pushing or pulling of office equipment and objects.

##### **EMPLOYMENT STATUS**

- Confidential position, classified salary schedule.
- Over-time, as authorized.
- Number of hours per day determined by site enrollment and requirements.
- Ten-month position, consisting of 210 workdays, 11 paid holidays, and applicable paid vacation.