

BILINGUAL CLERK

DEFINITION

Under supervision, to perform varied general clerical work; to translate materials to and from Spanish; to provide information and assistance to parents, staff, students and the community; to translate written materials to and from Spanish; and to assist in communicating with Spanish speaking parents and students.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of clerical work including data entry, filing, typing, and photocopying.
2. Provides information and issues forms, and explains completion requirements.
3. Provides translation to the Spanish speaking community on District policies and procedures.
4. Translates a variety of written materials including bulletins, notices, and letters and produces same using a computer or typewriter.
5. Interprets for administration, parents, teachers and students.
6. Answers the telephone, taking and transmitting messages.
7. Greets and directs visitors.
8. Assists with the student registration process.
9. Copies, collates, and distributes materials.
10. Coordinates and schedules meetings and notifies interested parties of pertinent information.
11. May attend and assist with facilitation of meetings.
12. May maintain schedules and attendance lists for after school classes.
13. Assists in ordering, receiving, and maintaining supplies and materials.
14. May attend meetings and transcribe minutes.
15. May administer first aid and attend to sick or injured students, notifying parents and emergency assistance when necessary.
16. May train bilingual instructional assistants on student testing methods and procedures.
17. May administer and score assessment tests to determine language proficiency.
18. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures including receptionist and telephone techniques; correspondence and report writing; correct English and Spanish usage, spelling, grammar and punctuation; standard office machines including computers and supporting software applications; methods and techniques of public relations.

Ability to:

Read, write and speak Spanish; perform a variety of clerical work with numerous interruptions; type or enter data at a speed necessary for successful job performance; operate office machines including personal computer, typewriter, and calculator; maintain confidentiality; pass a District proficiency test in Spanish; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.