

SCHOOL CLERK I

DEFINITION

Under supervision, to perform varied general clerical work according to clearly prescribed procedures or specific instructions; and to provide information and assistance to staff, parents, students and school visitors.

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 wide variety of routine clerical work including data entry, filing, typing, and photocopying.
2. Answers the telephone, taking and transmitting messages.
3. Greets and directs visitors.
4. Provides routine information on school policies and procedures.
5. Maintains confidential student records and files.
6. Prepares routine letters, reports, requisitions, lunch tickets/checks and other materials; publishes school news bulletin.
7. Copies, collates and distributes materials, rosters, memos, informational packets and other correspondence as required.
8. Initiates telephone calls to parents/guardians to verify student absences.
9. Maintains record of calls made.
10. Enters student attendance data in the computer.
11. Informs administration of potential student problems or parental concerns.
12. Prepares student enrollment packages, registers students and prepares cumulative files.
13. Sorts and distributes mail.
14. Assists in ordering, receiving, distributing and maintaining supplies and materials.
15. Issues tardy and readmit slips to students.
16. Supervises students.
17. Arranges homework assignments for absent students.
18. Administers first aid and attends to sick or injured students, contacting parents and emergency assistance when necessary.
19. Administers prescribed medications to students following a closely controlled and established procedure and communicate with parents regarding medications.
20. Operates and maintains a variety of office machines including personal computer, typewriter, and copier.
21. Contacts classified substitutes to schedule replacement coverage.
22. Collects fees for various fundraising activities, lunch accounts and other functions.
23. Records categorical meeting minutes and monitor categorical expenditures.
24. Maintains time sheets for programs and submit to payroll.
25. Maintains schedules of school functions and bus routes.
26. May attend meetings and take minutes.
27. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

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

Ability to:

Perform routine clerical work with frequent interruptions; maintain accurate and complete records; type or enter data at a speed necessary for successful job performance; operate office machines including personal computer, typewriter, calculator, and copier; maintain confidentiality; use good judgment regarding appropriate action to assist injured or sick students; demonstrate an understanding, patient, and receptive attitude toward students; 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; no experience required.

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.