

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

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|------------------------|-----------------|------------------------|------------------|
| TITLE: | School Clerk II | REPORTS TO: | Assigned Superv. |
| DEPARTMENT: | Clerical | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | WORK YEAR: | 213 days |
| BOARD APPROVAL: | 3/14/07 | SALARY: | Range 6 |
| CSEA APPROVAL: | 1/9/07 | | |

BASIC FUNCTION:

Under the general supervision of the principal and the direct supervision of the school secretary, perform a wide variety of clerical work, record keeping, student service function and related work as required. The School Clerk II position requires responsibilities and computer skills that are greater than that of a School Clerk I position. This position is usually found at the Middle School.

REPRESENTATIVE DUTIES:

- Greet office visitors and answer telephones. *E*
- Provide information concerning school activities, programs, and schedules. *E*
- Perform a variety of clerical work including typing, filing, checking and recording information on records. *E*
- Type correspondence, memoranda, reports and lists. *E*
- Assist in assembling computing and otherwise preparing various documents and reports related to school activities and programs. *E*
- Maintain attendance records on students, and receive and check excuses for student absenteeism and make phone calls as necessary. *E*
- Enroll and schedule new students; complete enrollment information and enter into computer and provide a school orientation. Complete records for the release or transfer of students. *E*
- Receive and receipt money. *E*
- Assist all ill or injured students by providing minor first aid and contacting parents when student must be taken home or needs doctor's attention. *E*
- Review documents for accuracy, completion, and conformance to established school policies and procedures. *E*
- Receive, sort and distribute incoming and outgoing mail. *E*
- Operate a variety of office machines. *E*
- Perform the duties of a school secretary during the latter's absence. *E*
- Process incoming and outgoing cum files. *E*
- Use a computer for data processing, student record keeping, budget accounting, and word processing operations. *E*
- Maintain order with student(s) assigned to school office. *E*
- Assist the school secretary in the operation of the school office, as needed and appropriate. *E*

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REPRESENTATIVE DUTIES: (continued)

- Assist nurse with health related issues. *E*
- Train student office helpers, if necessary.
- Other related duties as assigned by Principal. *E*

EDUCATION AND EXPERIENCE:

One year of general clerical and typing experience. In addition, extensive experience with computers required.

Equivalent to completion of the 12th grade.

LICENSES AND OTHER REQUIREMENTS:

CPR/First Aid Certificate.

Valid California Motor Vehicle Operator's License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Perform clerical work with accuracy, speed and sound independent judgment.

Health and safety regulations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

District organization, operations, policies and objectives.

Basic first aid techniques.

Operation of standard office machines including computer equipment.

ABILITY TO:

Competently carry out modern office methods, practices and procedures.

Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Type at 40 words net per minute from clear copy.

Complete work with many interruptions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

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KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO: (continued)

Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.

Understand and work within scope of authority.

Maintain good public relations with students, parents, teachers and the public.

Meet schedules and time lines.

Plan and organize work.

Compile and maintain accurate records and prepare reports.

Work confidentially with discretion.

Possess good health and good physical condition.

Possess honesty, initiative, dependability, and loyalty.

Maintain good grooming standards; appropriate dress for business office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone

HAZARDS:

Blood Borne Pathogens