

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	School Clerk I	REPORTS TO:	Principal
DEPARTMENT:	Clerical	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	213 days/yr
BOARD APPROVAL:	3/14/07	SALARY:	Range 5
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.

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. *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 new students; complete enrollment information and enter into computer and provide a school orientation. Complete records for the release or transfer of students. Process cum files incoming and outgoing. *E*
- Print and copy reports. *E*
- Receive money and receipts. *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*
- 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*
- Assist nurse with health related issues. *E*
- Other related duties as assigned by Principal. *E*

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EDUCATION AND EXPERIENCE:

One year of general clerical and typing experience. 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.
- 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.
- 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.

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KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO: (continued)

- 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