

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

Range A

CLERK

DEFINITION

Under direction performs a variety of general clerical and support functions including typing, keyboarding, filing and record maintenance. Performs various other office support functions as necessary.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions within this classification).

Record Keeping

Responsible for maintaining office filing and record keeping systems, utilizing manual and/or computer equipment; maintains and processes records such as expenditure claims, employee time sheets, deposit forms, budget requests/reports, confidential student files and other related information for department/unit needs; initiates requests for supplies and equipment by completing appropriate documents.

Typing/Word Processing

Utilizes typewriter or computer to produce letters, memos, spreadsheets, and agendas; completes forms such as requests for student data forms; completes requisitions and other documents; types and prepares pamphlets, flyers, manuals and handbooks; prepares contracts as necessary.

Communication/Customer Service

Answers and routes telephone calls; conveys information both orally and in writing by answering inquiries from parents, staff, students and other clients regarding departmental rules, regulations, policies and procedures; may act as office receptionist greeting visitors and scheduling meetings for supervisor; provides materials, distributes workflow and initiates requests for information when required.

Staff Support

Coordinates and prepares meetings and special events by reserving rooms, arranging for refreshments and necessary equipment; assists with student enrollment as needed; duplicates, sorts and distributes various documents; maintains departmental calendars; sends, receives and distributes faxes and e-mail; sorts, distributes and redirects mail; operates standard office machines.

MINIMUM QUALIFICATIONS

Education and Experience

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and/or experience which demonstrates ability to perform the duties as described.

Knowledge

English grammar, punctuation and spelling; basic mathematics; standard types of office filing systems, proper telephone etiquette and techniques; common equipment utilized in an office environment.

Skill and Ability

Accurately type and learn to efficiently use various computer hardware and software programs; communicate effectively both in oral and written form; follow instructions; organize and prioritize work; perform basic research and report results; read and apply rules, regulations and procedures; learn appropriate filing and record keeping systems; select appropriate business formats; deal effectively with students, parents, administrators and the general public.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

Licenses and Certificates

Valid California Driver's License

CS

02/01/05