

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>SCHOOL OFFICE CLERK - BILINGUAL</b>
Job Family:	Clerical/Secretarial Support
Reports to:	Principal
Salary Level:	Range 23
Calendar:	Classified School Year

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**SUMMARY:**

Under the direction of the Principal, perform a variety of general clerical duties in support of an assigned school office; answer phones and greet and assist students, parents, staff and visitors; update attendance information and process student registration information, provide oral translation and interpretation services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of general clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials; prepare and maintain logs, files, records and reports related to assigned activities.
- Provide front desk support and receive, greet and direct visitors; initiate and receive telephone calls and direct calls to appropriate personnel; take and relay messages as appropriate; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.
- Provide oral translation and interpretation from English to a designated second language.
- Input data into an assigned computer system, including student registration, transfers and withdrawals; enter and update class assignments; maintain automated records; generate computerized lists and reports as requested.
- Respond to request for student records; assist with orienting new students and their families; process registration paperwork and applications as assigned.
- Provide health office coverage as assigned; administer basic first aid and medication according to established policies, procedures and directions as assigned by the position; maintain required logs of ill or injured students.
- Receive, sort and distribute mail as assigned.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

**Other Duties:**

- Perform related duties as assigned.
- Perform basic First Aid as needed.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to: graduation from high school and six months of general clerical experience.

**Licenses and other Requirements**

- Incumbents must be able to speak in English and a designated second language.

Knowledge of:

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Record-keeping, filing and report preparation techniques.
- Correct oral and written usage and communication skill.
- Correct usage, grammar, spelling and punctuation.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid principles and techniques.

Ability to:

- Perform a variety of general clerical duties in support of an assigned school office.
- Answer telephones and greet the public courteously.
- Learn school and program objectives, policies, procedures and goals.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Receive, sort and distribute mail.

**DESIRED QUALIFICATIONS**

- Valid First Aid and CPR certification issued by an authorized agency.
- The ability to read and write in a designated second language.

**WORKING CONDITIONS:**

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Lifting and carrying light objects.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018