

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

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

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.

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.
- 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.

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.

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