

CLERK II

DEFINITION

Under general supervision, performs a wide variety of clerical functions of average to above average difficulty, including the use of a typewriter, computer terminals and micro-computer; serves as an office receptionist responding to routine inquiries and directing persons to appropriate offices; and does other related work as required.

ESSENTIAL DUTIES

1. Performs a variety of clerical tasks, including typing, data entry, proofreading, filing, and the recording of information for TK-8th grade students.
2. Compiles information and prepares reports and summaries.
3. Answers the telephone and provides caller with routine information and data.
4. Assists the public and office visitors by answering routine inquiries, providing them with information and data, completing hardcopy and online forms and by directing them to appropriate offices.
5. Maintains a variety of alphabetical, numerical, and subject matter files and records.
6. Types and enters data from rough drafts and notes, and prepares final copy of material that may involve the utilization of transcription equipment.
7. Perform a variety of data entry functions using a computer terminal or micro computer.
8. Compose routine letters and memoranda independently.
9. Receives, sorts, and distributes mail.
10. Makes appointments and receives visitors.
11. Receive and distribute books and other instructional materials or equipment.
12. Assist in the preparation and maintenance of student permanent records, including the recording of grades, test scores, attendance information, and a variety of confidential information.
13. Assist in the processing of student transcripts and records for distribution.
14. Maintain simple financial or statistical records.
15. Administer routine first aid and contact appropriate persons and agencies in the event of serious illness or injury.
16. Provides assistance to TK-8th grade students and parents including explaining program options, school routines, and school procedures.
17. Requisitions, orders and maintains an adequate inventory of supplies and instructional materials.

QUALIFICATIONS

Knowledge of:

Modern office methods, procedures, and techniques; English usage, spelling, grammar, punctuation, and arithmetic concepts; Standard office machines and equipment, including

computer terminals and micro computers; Automated record storage, retrieval, and management systems.

Ability to:

Perform general clerical work of average difficulty with speed and accuracy; Make simple arithmetical calculations with speed and accuracy; Communicate effectively in oral and written form; Type or keyboard at a net corrected speed of 45 words per minute; Understand and carry out oral and written directions; Establish and maintain cooperative relationships with employees and the public.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Two years of experience performing varied general office or clerical functions.

Education: Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, data entry, record management, and general office practices.

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