

CLERICAL ASSISTANT

DEFINITION

Under supervision, performs a variety of clerical duties, usually involving the use of a computer and telephone in an administrative office or school; and performs related work as required.

CHARACTERISTICS

Positions in this class perform the more routine clerical tasks normally working under close supervision, performing a group of repetitive or closely related duties according to established procedures. While a variety of tasks may be assigned, each step usually fits a pattern, which has been established and explained before work is started. The position may work in a variety of offices throughout the school district.

EXAMPLES OF DUTIES

Performs a variety of clerical work such as typing, checking, proofreading, filing, posting information on records and compiling information for reports and summaries. *E*

Assists school administrators and staff with attendance; telephones parents and students' regarding students' attendance, truancies and forgeries. *E*

Maintains a variety of files and records. *E*

Answers telephone and relieves receptionist. *E*

Assists departments with a variety of duties, during peak work periods. *E*

Types rough and final copy of material from clear copy or written rough drafts, and operates office equipment. *E*

Duplicates materials. *E*

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office equipment, procedures and practices;
2. English usage, spelling, grammar, and punctuation;
3. Effective communication skills;
4. Interpersonal relations skills using tact, patience, and courtesy;
5. Basic math; and
6. Telephone etiquette.

Ability to:

1. Learn procedures and routines of the assigned area rapidly, performing a wide range of routine clerical work;
2. Sort and file accurately and locate material in files;
3. Learn to operate various types of office machines;
4. Learn to operate various types of audio-visual equipment may be required in some positions;
5. Communicate effectively with parents from a wide variety of socio-economic and educational backgrounds;
6. Receive and give information over the telephone or in public in a courteous manner;
7. Perform basic arithmetical calculations with speed and accuracy;
8. Understand and carry out oral and written instructions;
9. Establish and maintain effective relationships with those contacted in the course of work;
10. Keyboarding with accuracy at an acceptable speed; and
11. Comprehend and follow instructions.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Experience in dealing with the public.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate a computer and standard office equipment; moderate lifting, carrying and pushing objects up to 25 pounds; hearing and speaking to exchange information in person or on the telephone; seeing to read from rough and clear copy.

Revised: 6/2006