

## CLERK I

### DEFINITION

Under supervision, to perform a variety of general office clerical or reception and telephone functions according to clearly prescribed procedures or specific instructions and to do related work as required.

### EXAMPLES OF DUTIES

Functions assigned may include all or some of the following: type letters, reports, records and other materials from rough draft or general instructions; record, check and file information or records; serve as school or department receptionist, answering telephones, providing information and transmitting messages as required; sort and file documents according to predetermined classifications; perform arithmetical calculations; assist in routine inventory functions; receive, sort and distribute incoming and outgoing mail; duplicate, assemble and collate materials; give general information to students and parents; may assist in the scheduling of student proficiency testing and assist in the collection of student body funds and selling of lunch tickets.

### QUALIFICATIONS

#### Knowledge of

Correct English, grammar, spelling and punctuation; office methods, procedures and practices; and computer operations/word processing.

#### Ability to

Perform a variety of different clerical and receptionists tasks; establish and maintain cooperative working relationships; apply judgment, discretion and initiative; understand and carry out oral and written directions; keep records and files; read and write at a level appropriate to the duties of the position; make arithmetical computations; learn office automation applications and skills.

#### Experience

Sufficient training and experience to demonstrate ability to acquire the knowledge and abilities listed above.

#### Education

Equivalent to the completion of the twelfth grade.

#### Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

#### Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: July 11, 1989

Revised: February 11, 1997

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