

CLERK II

DEFINITION

Under general supervision of an administrator, to perform a wide variety of moderately difficult general office clerical functions according to prescribed procedures or specific instructions within broadly defined policies and procedures; and to do related work as required.

EXAMPLES OF DUTIES

Perform a wide variety of clerical and typing work in support of a school, program or department; functions assigned may include all or some of the following: type letters, reports, records and other materials from rough draft or general instructions; maintain monthly payroll reports; maintain and monitor general school or special program budgets and expenditures; input/receive/distribute work orders; prepare supply requisitions; duplicate, assemble and collate materials; sort and deliver mail; answer telephones and meet students, staff and parents, providing routine information; apply school district procedures and policies; assist in the preparation of registration, attendance and school records and reports and maintain cum folders; may provide assistance in the health maintenance function, including records, administering medication, first aid and emergencies; assist in collecting and accounting for money in conjunction with fund raising of fee based classes; assist in collecting money and organizing field trips; may issue work permits and assist in career center and/or student placement services; maintain and post data to student records; and receive, screen and record transcript information; may assist in maintaining supplies for fax machine, copy machines, laminator, etc.

QUALIFICATIONS

Knowledge of

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

Ability to

Perform a variety of different clerical 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, including computer operation/word processing and type at a net corrected speed of 45 words per minute; and possess a District-approved First Aid certificate.

Experience

One year of general office clerical work which has provided the applicant with 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

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