

DELANO UNION SCHOOL DISTRICT

CLERK II

Brief Description of Job

Under general supervision, performs secretarial and clerical work of above average difficulty. The Clerk II is responsible for performing a broad range of duties requiring clerical skills and other related work as required.

Administrative Relationship

Works under the supervision of a school principal or other supervisor as assigned.

Required Qualifications

Must have a knowledge of modern office methods and procedures including filing systems. Must be able to use correct English, spelling, grammar, punctuation and vocabulary. Must possess good public relation techniques. Must be able to work independently, carry out oral and written instructions and establish and maintain effective working relationships. Must meet the following criteria:

1. Type 40 words per minute for five minutes from clean copy with 95% accuracy
2. Pass District administered test of adult basic skills at the 11th grade level in reading, spelling, and language
3. Demonstrate proficiency in computer input and word processing
4. Pass a filing test
5. Pass a spelling test

Experience

One (1) year of experience performing clerical duties within the Delano Union School District or two (2) years of responsible and varied clerical experience outside the district. Formal business education may be substituted for experience.

Education

Graduation from high school or equivalent. Post high school work in secretarial courses is desirable. Must pass a series of district tests.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Types correspondence, reports and forms;
2. Greets office callers, answers telephone, and provides information to students, parents, faculty members and the public;

1. Gathers, computes and compiles information; maintains confidential pupil files and records;
2. Prepares, assembles and duplicates materials;
3. Prepares and processes various district forms;
4. Operates a variety of office machines;
5. Take messages for Principal and other staff members;
6. Administer first aid as needed on students;
7. Assist students in their needs.
8. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|---------------|---|---------------|------------------|---|---------------|
| 1. Seldom | = | Less than 25% | 3. Often | = | 51 - 75 % |
| 2. Occasional | = | 25 - 50% | 4. Very Frequent | = | 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so other will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 g. Ability to lift 20 lbs.
- 2 h. Ability to carry 20 lbs.
- 4 i. Ability to operate office equipment.
- 4 j. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.