

CLERICAL ASSISTANT I

JOB SUMMARY

Under immediate supervision, performs a variety of clerical work of average difficulty involving several specific routines within defined policies and procedures.

DISTINGUISHING CHARACTERISTICS

Clerical Assistant I duties are of average difficulty and require little exercise of independent judgment in interpretation and application of standard practices and procedures, or in interpreting and completing assignment. Incumbents in this entry-level class may have their work coordinated and assigned by a higher-level clerical or secretarial employee under the direction of a District or site administrator. Assignments in this class may be at schools or administrative offices.

EXAMPLES OF DUTIES

Performs a wide variety of clerical and typing work; types letters, memorandums, reports and other materials from relatively clear copy; compiles information from various sources and types on a variety of forms; reviews documents for accuracy completeness and conformance to instructions and established procedures; compiles and tabulates statistical data; answers inquiries and give out information; develops and maintains files; records information on a variety of records; operates computer and software systems to input or retrieve data; verifies accuracy of data processing reports; operates standard office equipment; performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school.

Experience: Equivalent to at least one year of experience in clerical and typing work.

Knowledge of: Modern office practices and procedures, including business correspondence, filing and the operation of various kinds of office equipment; basic fiscal recordkeeping practices and procedures, correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette.

Ability to: Pass a typing test at 40 wpm; operate standard office machines including computer and maintain records and prepare reports; perform clerical work of average difficulty; understand and carry out oral and written directions; perform arithmetical calculations; maintain confidentially; obtain a First Aid Certificate if required; work cooperatively with others.

Certificates and other requirements: Candidate may be required to obtain a Red Cross First Aid Certificate by the end of the probation period. Requirement dependent on site or department assignment.

Physical Standards

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. While the noise level in an office environment is usually quiet, a school site office may be somewhat louder. Dependent on site assignment, possible exposure to blood-borne pathogens, body fluids and communicable disease.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required. The ability to learn and administer first aid and CPR is required at the school site.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Adopted By The Personnel Commission: 06/19/84

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