

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Children's Center Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various school sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 OTBS
REVISED:	May 26, 2009		

BASIC FUNCTION:

Assume primary responsibility for the general office clerical functions, including technical and specialized clerical recordkeeping systems, at one or more assigned child development center office(s) or at the early childhood education programs office for relief assignments to child development center office(s).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Provide receptionist duties and may assist with interviewing parents to determine child admission eligibility and fees. **E**

Review applications and verify statements regarding family employment, welfare and social security allowances, child's school attendance, and eligibility for free or reduced lunches. **E**

Explain district procedures and state guidelines to parents, staff, and the general public. **E**

Maintain technical and specialized site operation records and files and prioritize work to meet district, state and federal guidelines, and timelines.

Prepare technical and specialized reports on staffing, pupil attendance, waiting list status, supplies, and equipment. **E**

Collect fees, update records, prepare and issue receipts, and prepare funds for bank deposit. **E**

Prepare forms, letters, reports, requisitions, and purchase orders. **E**

Post and submit timekeeping records for children's center employees. **E**

Arrange for substitute staffing as required. **E**

Open, sort, and route mail; operate calculator, computer, copy machine, and other standard office machines. **E**

May provide illness and accident attention and first aid for pupils.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of recent, full-time, paid office clerical experience. For present employees, ten full-time equivalent months (one school year) is acceptable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Typing certificate at a net, corrected speed of 40 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of microcomputers and basic on-line terminals.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

ABILITY TO:

Provide leadership in assigned functions.

Operate standard office equipment including microcomputers and related software applications.

Type at a net corrected speed of 40 words per minute.

Rapidly learn early childhood education program procedures and reporting requirements.

Use computational and clerical record-keeping skills.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6159

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