

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Confidential Senior Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resource Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	017 Confidential
REVISED:	October 9, 2001		

BASIC FUNCTION:

Perform a variety of advanced and complex clerical duties and specialized research activities and functions; direct the work of a section of clerical or secretarial staff.

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

Select, classify, and compile information and data; generate data base searches to extract a variety of lists, reports, and directories. **E**

Prepare complex administrative or technical reports, analyses, and summaries including budget documentation; assist in the preparation of departmental or divisional budgets and monitor subsequent related activity. **E**

Gather, compile, and organize employment, salary, and other statistical data. **E**

Initiate, organize, and maintain files and procedures governing work routines in assigned areas. **E**

Explain school district policies, regulations, and procedures; contact business and community members and staff at other public agencies to obtain and/or provide information. **E**

Operate standard office equipment; operate microcomputers to enter and extract information and data. **E**

Compose and type correspondence, bulletins, and other material. **E**

Direct and coordinate the work of clerical or secretarial staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent, full-time paid, increasingly responsible office clerical experience including one year of satisfactory service in a lower level office-clerical or secretarial job class with a school district.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private vehicle may be required for designated positions (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures and methods, and the use of standard office machines and equipment.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Read, write, speak, and understand the English language.
Communicate effectively orally and in writing.
Keyboard at a net, corrected speed of 50 words per minute.
Organize diversified data, prepare and type complex narrative and statistical reports.
Utilize good numerical skills.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work, and meet schedules and time lines.
Maintain records and prepare a variety of documents.
Read and explain rules, regulations, policies, and procedures.
Direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents and perform assigned duties; sitting or standing 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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