

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Fingerprinting Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Police Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 OTBS
ISSUED:	August 9, 2005		

BASIC FUNCTION:

Perform fingerprinting processes and a wide variety of responsible, general office-clerical duties; operate fingerprinting equipment.

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

Perform the fingerprinting process for job applicants seeking employment with the school district, other county school districts, and public agencies. **E**

Operate fingerprinting equipment, microcomputers, and other office machines. **E**

Schedule fingerprinting appointments for applicants and work with walk in applicants. **E**

Explain rules, regulations, policies, and procedures to applicants, staff, public and others as needed. **E**

Review applicant paperwork for accuracy and completeness and make necessary changes as allowed. **E**

Code, enter, log, and track data efficiently and accurately for fingerprinting unit and San Diego City Schools' billing purposes. **E**

Communicate with central office and school sites concerning the fingerprinting clearance of potential employees. **E**

Open, sort, and distribute mail; file paperwork. **E**

May perform continuous alpha/numeric data entry.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school graduation and one year of recent, full-time or equivalent part-time, paid office clerical experience. Graduation from a recognized college with an associate of arts or bachelor's degree with a business, secretarial, or related major may be substituted for the experience requirement.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures and methods, and the use of standard office machines and equipment.

Reading and writing English communication skills.

Pertinent policies and procedures.

ABILITY TO:

Read, write, speak, and understand the English language.

Utilize good numerical skills.

Operate or learn to operate standard office equipment, including fingerprinting equipment, microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work, and meet schedules and time lines.

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

Stand for extended periods of time.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time to operate fingerprinting equipment; 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.

NOTE: This position requires incumbent to be standing for 60 to 80% of the workday.

Issued 8/09/05

Job Code 6069

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