

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Information Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resources	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 OTBS
REVISED:	May 21, 2001		

BASIC FUNCTION:

Provide information to the public and perform clerical duties to support Human Resource Services functions.

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

Answer questions from the public and staff by phone or in person regarding District Human Resource Services activities. **E**

Answer or refer inquiries from the public and from District staff pertaining to District procedures, rules and regulations, and direct public traffic flow to appropriate departments and divisions. **E**

Perform general clerical tasks such as keyboard or type correspondence and agreements, and file documents. **E**

Maintain log of job vacancy opening and closing dates. **E**

Assemble job packets, and post and distribute job announcements. **E**

Distribute application forms and other materials. **E**

Order supplies for department. **E**

Operate standard office machines and may operate a central telephone switchboard. **E**

May lead the work of others.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of full-time, paid clerical experience including public contact, one year of which must have been in a clerical or related job class in the District.

LICENSES AND OTHER REQUIREMENTS:

None required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies and organization, and the functions of key District personnel.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Modern office practices and procedures.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents and to 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.