

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Job Referral Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various schools	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 OTBS
ISSUED:	February 19, 2003		

BASIC FUNCTION:

Review job openings for ROP (Regional Occupational Program) graduates and special needs young adults eligible for job search services; refer applicants to employers; use Employment Development Department (EDD) computerized job match system.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

Review computer lists, newspapers, and other job search materials for job openings. **E**

Input student/graduate data including identification information into the EDD computerized job match system and district data base. **E**

Contact prospective employees and screens for job readiness. **E**

Refer others to job skills classes. **E**

Contact employers and the business community to obtain job leads. **E**

Contact district staff and other agencies to obtain information and provide job referrals for young adults in need of special services. **E**

Provide job information referrals for high school career centers. **E**

Maintain records and files to prepare reports and lists; update computer job match system and district data base. **E**

Act as a resource for district staff and other agencies involved with finding jobs and providing services for young adults. **E**

Operate a microcomputer, standard office equipment including word processing equipment, and basic on-line data terminals to enter data and extract a variety of reports and lists. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and one year of recent, full time or equivalent part time, paid, office-clerical experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices and procedures.

Community programs and training opportunities designed to improve the employability of clients.

Reading and writing English communication skills.

ABILITY TO:

Recognize client's job readiness and to provide positive support to young adults seeking employment.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with all levels of district staff, other agencies, the business community and the public.

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 in person and on the telephone; seeing to read, prepare, and proofread documents; 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 6094

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