

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Personnel Clerk I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Human Resource Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	028 OTBS
<b>REVISED:</b>	August 6, 2001		

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**BASIC FUNCTION:**

Perform specialized clerical duties to support recruitment and employment of certificated or classified personnel.

**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**

Serve as call center operator or receptionist. **E**

Screen certificated applicants for interview, assist with credential applications, and may prepare teaching contracts. **E**

Select from established lists and assign substitute and temporary employees in accordance with principal/department head requests. **E**

Maintain employment records; prepare and update hardcopy and/or electronic personnel records, folders, and files; search employee files and compile information as necessary for production of regular and special reports; verify new employee references, birth certificates, military records, degrees, and other documents. **E**

Transcribe or compose correspondence; prepare and distribute bulletins, circulars, and notices, and distribute application forms and other materials; open and distribute departmental mail. **E**

Assist in proctoring a variety of routine and special examinations including the Classroom Assistant Proficiency Exam (CAPE).

Perform other duties related to recruitment, orientation, and processing of new employees; explain district rules and regulations as appropriate to assigned function. **E**

Operate standard office machines, specialized equipment, and personal computer using office applications. **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 two years of recent, full-time, paid office-clerical experience including public contact and the application of established personnel rules and regulations in a public or large private organization.

**LICENSES AND OTHER REQUIREMENTS:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices and procedures.  
Pertinent employment policies, rules, and regulations.  
District personnel functions and appropriate procedures.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Skillfully operate standard office equipment including personal computers and related office applications and possess keyboarding skill.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with others.  
Maintain records and prepare reports.  
Plan and organize work and meet schedules and timelines.  
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.

**DISTINGUISHING CHARACTERISTICS**

This job class is distinguished from Clerk Typist II and Clerk Typist III in that duties are specialized and require knowledge and application of district personnel rules and regulations in a public contact assignment.

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