### SAN DIEGO UNIFIED SCHOOL DISTRICT

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Rentals Clerk</th>
<th>REPORTS TO:</th>
<th>Assigned Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Facilities</td>
<td>CLASSIFICATION:</td>
<td>Classified</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
<td>SALARY GRADE:</td>
<td>034</td>
</tr>
<tr>
<td>REVISED:</td>
<td>May 30, 2001</td>
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<td>OTBS</td>
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</tbody>
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**BASIC FUNCTION:**
Receive and process requests for the rental of school district facilities for civic center purposes.

**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**

Receive requests from PTA, scouting, civic, church, and parochial school groups, theatrical, recreation, and other organizations for the use of school facilities. E

Coordinate rentals with regular school, and may contact adult education, or city recreation department to prevent conflict and to maintain good public relations. E

Execute permits, maintain records, compute charges, and collect revenue for such rental or lease. E

Exercise discretion in referring requests from groups of a dubious or controversial reputation to higher authority. E

Process payment of custodial overtime charges due to rentals. E

Prepare periodic and special reports on expenditures. E

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
Any combination of training, experience, and/or education equivalent to four years of recent, full-time, paid experience involving both continuous and demanding public contact assignments and general office-clerical work.

**LICENSES AND OTHER REQUIREMENTS:**
None required.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:
Operate standard office equipment including microcomputers and related software applications.
Type and/or keyboard accurately at a net corrected speed of 25 words per minute
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, 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 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.

Revised 3/24/04-PeopleSoft
Job code 6230
JM