

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	School Clerical Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various School Sites	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	020 OTBS
<b>REVISED:</b>	March 29, 2004		

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#### **BASIC FUNCTION:**

Provide office-clerical assistance in the main office, financial office, or library of an elementary, middle, junior high, or senior high school.

**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 any combination of the following duties:

**Attendance:** Record pupil absences and type daily attendance reports; make and receive parent calls to verify pupil absence; issue admit cards to returning pupils; enroll and transfer pupils and contact other schools to obtain or furnish information; prepare reports for centralized pupil attendance accounting. **E**

**Counseling:** Maintain accurate records of pupil course work and grades; post program changes, grades, and test data to cumulative record cards; process pupil transfers to and from school; receive and send transcripts and other records as needed; type graduation lists and assist in the preparation for commencement programs; may gather and send homework assignment to pupils on long-term absence. **E**

**Library:** Assist pupils and teachers in locating books, magazines, pamphlets, audiovisual materials, and other items; issue library materials to users and maintain appropriate records of transactions; check in and shelve materials; notify users of overdue books, collect fines, and deposit money; maintain daily circulation count and prepare periodic reports; prepare books for bindery and process them on return; assist in taking inventory of textbooks, library books, and other materials. **E**

**Financial:** Assist in accounting for ASB funds; sell event tickets, locks, lunch tickets, yearbooks, and insurance; collect money for deposit and record transactions; prepare income statements and maintain cash journal; prepare requisitions for stock and nonstock materials; maintain records on school departmental expenditures; assist in the preparation of periodic summary accounting reports. **E**

**Data Processing:** Assist in the electronic data processing of pupil and class records; assemble, verify, and process information on pupil scheduling, mark reporting, and master scheduling; screen and code data and update information files; verify EDP printouts for accuracy and completeness and make changes as necessary; provide information on class loads, class schedules, attendance records, seating charts, and other data. **E**

**General:** Act as office receptionist and operate school switchboard; type correspondence, reports, and other materials from drafts; operate copiers for the mass production of printed materials; open, screen, and distribute school mail; train and direct the work of Clerk Typist I and pupils monitors as assigned; may prepare time sheets and time cards; may assist in the nurse's office and provide first aid and record keeping services. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Two years (20 months) in the class of Clerk Typist I at a school site(s) with current or past assignments including two or more of the functional areas listed above; signed verification by the principal(s) that tasks are or were multifunctional and that performance is satisfactory.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private vehicle may be required for designated positions (mileage expense allowance provided).

Type/keyboard at a net, corrected speed of 25 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.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

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

Perform basic clerical and arithmetic computations.

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, and meet schedules and time lines.

Train and direct the work of others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate 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 class differs from the next lower class of Clerk Typist I in that School Clerical Assistants require experience in two or more school office-clerical functions, duties are more varied and are performed under general rather than immediate supervision. It differs from the next higher class of School Clerk I in that the latter is a full journey-level class having primary responsibility for the function(s) with School Clerical Assistant providing regular relief or continual assistance in such function(s).

**NOTE:** This is a promotional job class from the class of Clerk typist I. Following promotion, incumbent may be assigned to a single function or to a combination of functions during the work shift as designated by the principal.