

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School Clerk I	REPORTS TO:	Principal
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	026 OTBS
REVISED:	August 6, 2001		

BASIC FUNCTION:

Assume primary responsibility for one or more clerical functions as assigned in an elementary or secondary school. (See current school classification and assignment formula.)

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

Act as office receptionist. **E**

Maintain operational records and files. **E**

Operate standard office machines and equipment. **E**

Prepare reports relating to such matters as personnel, pupils, supplies, and equipment. **E**

Enroll and transfer pupils; verify and process pupil absence and attendance data. **E**

Evaluate and process grade transcripts; record grades and test scores and compute scholastic averages. **E**

Maintain acquisition and circulation records for books and audiovisual materials and equipment. **E**

Provide illness and accident attention and first aid for pupils in the absence of the school nurse. **E**

Train and direct the work of pupil assistants. **E**

Perform regular and relief duties in other school offices or functions. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of recent, full-time equivalent, paid office-clerical experience. One school year (ten full-time equivalent months) is acceptable.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Computational and clerical recordkeeping skills.

Modern office methods and procedures and the use of standard office machines and equipment.

Reading and writing English communication skills.

ABILITY TO:

Train and direct the work of others and to assume responsibility.

Learn pertinent district policies and procedures rapidly.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with parents, staff, and the public.

Plan and organize work to meet schedules and time lines.

Maintain records and prepare reports.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

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.

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Job Code 6101

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