

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School Clerk II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various School Sites and Departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 OTBS
REVISED:	May 10, 2002		

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

Primary responsibility for maintenance of one or more of the following school clerical functions: pupil grade record system, pupil attendance record system, pupil counseling and programming record system, and library clerical record system. **E**

Act as office receptionist; schedule appointments, meetings, and events. **E**

Explain policies and procedures to pupils, staff, and the public. **E**

Organize and independently maintain standard and specialized operational records and files; maintain acquisition and circulation records for books and audiovisual materials and equipment. **E**

Verify and process pupil absences and attendance data; enroll and transfer pupils; evaluate and process grade transcripts, record grades and test scores, and compute scholastic averages. **E**

Prepare standard and special correspondence, bulletins, notices, and reports. **E**

Operate standard office equipment, specialized equipment, and personal computer using office applications. **E**

Assist with first aid for pupils in the absence of the school nurse. **E**

Trains and directs the work of clerical assistants and pupil monitors. **E**

Perform regular or 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 two years of recent, full-time equivalent, paid increasingly responsible office-clerical experience. Two school years (twenty full-time equivalent months) are acceptable.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.

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

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 6102

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