

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various School Sites or Departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 OTBS
REVISED:	May 5, 2003		

BASIC FUNCTION:

Perform a variety of advanced and complex clerical duties and/or direct the work of a section of clerical or secretarial staff.

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

Direct and coordinate the work of clerical or secretarial staff. **E**

Select, classify, and compile information and data; generate data base searches to extract a variety of lists, reports, and directories. **E**

Operate standard office equipment; operate microcomputers to enter and extract information and data. **E**

Prepare complex administrative or technical reports, analyses, and summaries including budget documentation; assist in the preparation of department or division budgets and monitor subsequent related activity. **E**

Compose and type correspondence, bulletins, and other material. **E**

Assist professional staff in the selection of materials; determine need for and process requests for service. **E**

Initiate, organize, and maintain files and procedures governing work routines in assigned areas. **E**

Explain school district policies, regulations, and procedures; contact business and community members and staff at other public agencies to obtain and/or provide information. **E**

May prepare and issue replacement and/or duplicate warrants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent, full-time, paid, increasingly responsible office-clerical experience.

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).

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

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

Reading and writing English communication skills.

ABILITY TO:

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

Type/keyboard at a net, corrected speed of 40 words per minute.

Communicate effectively orally and in writing.

Organize diversified data.

Prepare complex narrative and statistical reports.

Perform arithmetic computations.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare a variety of documents.

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

Direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, 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 6020

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