



Central Union School District  
Lemoore, CA

**CENTRAL UNION SCHOOL DISTRICT**  
**District Office Clerk**

**JOB DESCRIPTION**

**ESSENTIAL FUNCTIONS**

Perform proper receptionist and telephone techniques and a variety of clerical duties with a strong emphasis on computer technology; compile, organize, type and print reports, purchase orders, memorandums, forms, letters, instructional material, certificates, announcements and any other material needed for the functioning of the school district.

**DIRECTLY RESPONSIBLE TO**

Appropriate District Office Administrator

**IMMEDIATE SUBORDINATES**

None

**DUTIES AND RESPONSIBILITIES**

Perform a wide variety of duties including acting as a receptionist by courteously answering the telephone and waiting on the general public and giving information as required; compile, organize, type, proof, and file letters, memorandums, P.O. s or other material from oral directions, rough draft or copy; create invitations, certificates, etc. from computer programs; sort and file documents and records according to predetermined classification maintaining alphabetical, index, and cross reference files; perform mathematical calculations and prepare simple statistical, index, and cross reference files; mail out letters, forms and applications; receive, sort and distribute incoming and outgoing mail; assist in making forms; prepare and copy school handbooks and other school documents; serve as messenger and delivery person for various departments; perform all other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Proper receptionist and telephone techniques; correct English usage, spelling, grammar and punctuation; basic school district functions, policies; operating the following machines: P.C. computer, Mac computer, typewriter, copier, risograph, paper shredder, calculator and miscellaneous office machines.

**Ability to:**

Perform proper receptionist and telephone responsibilities; maintain cooperative relationships with all personnel contacted in the course of work; take responsibility and use good judgement in recognizing scope of authority; learn, interpret, and apply school district policies and regulations; perform difficult and responsible clerical work and make mathematical calculations with speed and accuracy; take responsibility for the compilation and organization of reports and memorandums; type at a net corrected rate of 50 wpm for clear copy; use up-to-date computer technology as needed.

**Education and Experience:**

Completion of twelfth grade with clerical and computer knowledge; one year of responsible clerical experience with computer background.

Physical Abilities:

Vision to inspect printed material and records; hearing and speaking to communicate with district staff and the public; sitting for extended periods of time; bending, kneeling and reaching to retrieve and file records and pick up miscellaneous packages; and dexterity of hands and fingers to file and operate office equipment.

WORKING ENVIRONMENT

Office environment

SALARY AND WORK INFORMATION

Classified Salary Schedule: District Clerk/Bilingual Clerk

Work Year: 194 Days, ten (10) month part-time or full-time work year.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.