



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
School Clerk

JOB DESCRIPTION

ESSENTIAL FUNCTION

Under supervision of the principal or designee, performs a wide variety of clerical functions of average difficulty, including typing and other office duties.

DIRECTLY RESPONSIBLE TO

School Principal

IMMEDIATE SUBORDINATES

None

DUTIES AND RESPONSIBILITIES

Performs a wide variety of clerical duties including typing, proofreading, filing, scheduling, checking and recording information on records, sending and receiving records; generates and processes progress reports and report cards; acts as a receptionist to office visitors; initiates and receives a variety of phone calls including pupil absences; provides information to parents, students, staff, and the public; records tardies and student sign-outs; registers, releases, transfers, and re-admits students; sorts file documents; mails out letters, forms, and applications; receives, sorts, and distributes incoming mail; operates a variety of standard office machines and computers; uses computer for input/output of attendance and other information as required; assists in maintaining appropriate student behavior in an office setting; assists in receiving and distributing office supplies and equipment; performs a variety of duties related to student lunches such as obtaining a daily lunch count, using the Accuscan to take and prepare tickets in the lunch line, collect daily lunch money, make deposits and daily/monthly lunch reports; administers standard first aid and dispenses medications as needed; performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Office methods, practices and filing systems; receptionist and telephone techniques and proper public relations; letter and report writing, including proper English usage, grammar, spelling, and punctuation; operation of standard business machines and computers.

Ability to:

Make simple mathematical calculations; use correct English and spelling; perform routine clerical work; learn the operation of standard office machines including computer systems currently in use; learn and carry out office rules and policies; maintain cooperative and positive relationships with personnel contacted in the course of work; show initiative, flexibility and good judgement; maintain confidential information.

Education and Experience:

Completion of the twelfth grade; supplemental courses in typing, record management and general office procedures; one year of experience performing various general office or clerical work, preferably in a school environment.

Requirements:

A current Red Cross First Aid/CPR Certificate. (Applicant will have six (6) months to obtain certificate at the district's expense.)

Physical Abilities:

Sufficient vision to read and inspect financial or statistical records; dexterity of hands and fingers to operate a computer and office equipment; sitting or standing for extended periods of time; kneeling and bending; reaching to retrieve and maintain files; hearing and speaking to exchange information in person and on the telephone; ability to lift at least 25 pounds.

WORKING ENVIRONMENT

Office environment; subject to constant interruptions and noise; subject to exposure to various illnesses and bodily fluids. (School nurse will provide guidelines for handling these situations).

SALARY AND WORK INFORMATION

Classified Salary Schedule: School Clerk

Work Year: 194 Days, ten (10) month 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.