

TEMPLE CITY UNIFIED SCHOOL DISTRICT

CLERK I

SUMMARY:

The Clerk I performs a variety of basic, general clerical and receptionist duties according to clearly prescribed procedures or specific instructions. The Clerk I may also type records, documents, correspondence, and reports or do other clerical work as assigned.

This is an entry level clerical position that provides incumbents with an opportunity to learn the terminology, procedures and equipment common to the school setting. The Clerk I has frequent opportunity for contacts with staff, students, parents and the public.

DEGREE OF SUPERVISION:

A Clerk I works under general supervision and direction of the site secretary. Assignments are given on an ongoing or daily basis with the method and schedule generally determined by the supervisor.

Evaluations will be performed on a timeline in accordance with the collective bargaining agreement. Evaluations are made by the site Principal or designee with input from the site secretary.

DUTIES AND TASKS:

(All duties and tasks are essential unless noted with an S for secondary)

1. Perform a wide variety of routine clerical work
 - A. Type letters, reports, records and other materials from rough drafts or general instructions;
 - B. Duplicate, assemble, and collate materials;
 - C. Issue release and readmit slips to students;
 - D. Keep records;
 - E. Assist with enrolling and transfer of students (S);
 - F. Assist in preparing supply requisitions (S).
2. Perform receptionist functions
 - A. Answer telephones;
 - B. Meet students, staff, parents and the public who come to the office to obtain information or materials;
 - C. Contact parents to verify student absences.
3. Provide general support to other school and department functions
 - A. Assist with students referred to the health office in the absence of the Health Aide; (S)
 - B. Receives visitors and telephone inquiries. (S)

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4. **If assigned to Food Services Department:**

- A. Provide general food service support to schools and departments;
- B. Process Free and Reduced lunch applications; adhere to Federal guidelines and deadlines;
- C. Prepares reports to reconcile bank accounts monthly
- D. Assist with Catering
- E. Assist with Program Marketing and Promotion

5. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. General Knowledge

- A. Office functions and practices

2. Skills

- A. Use the computer to prepare correspondence, data base spreadsheets, certificates and other documents;
- B. Type at a net corrected speed of 40 words per minute;
- C. Understand and carry out oral and written instructions;
- D. Read English words, simple sentences and numbers on documents so they can be properly filed;
- E. Read standard English text for the purpose of gaining information or getting directions;
- F. Write brief sentences to convey a message or provide information;
- G. Speak on a one-to-one basis using appropriate vocabulary and grammar to provide information or explain a policy or procedure; and
- H. Perform basic arithmetic functions.

3. Abilities

- A. Maintain cooperative relationships with those contacted in the course of work;
- B. Operate standard office equipment; and
- C. Apply District or site rules, methods and practices.

QUALIFICATIONS:

1. Education and Experience

- A. Equivalent to the completion of the twelfth grade.
- B. No experience required, but business courses or experience in general clerical work is preferred.

CAREER LADDER OPPORTUNITIES:

To advance to other positions in the secretarial/clerical category, incumbents need to:

- Have at least one year of experience
- Increase net corrected typing speed to 45-55 words per minute

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an

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employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** work sitting at a desk or table, perform repetitive motion related to keyboard entry or typing, hear and understand speech at normal levels, communicate so that others can clearly understand normal conversation, see for the purpose of reading or observing students, and bend, stoop, kneel and reach in all directions; operate computers and other office equipment.

The employee may **frequently be required to** lift and/or move objects up to twenty-five (25) pounds in weight. The employee may **occasionally be required to** stand and/or walk for extended periods of time; stand on a ladder up to four (4) feet off the ground.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee **regularly** works in an indoor environment with moderate noise levels; has contact with parents, students and staff; has interruptions from telephones and personal requests.

SALARY RANGE: 15