

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## CLERK III

### **SUMMARY:**

The Clerk III is the highest level class in the general clerical series. Assignments in this class require a high degree of independent judgment and responsibility as well as detailed working knowledge of the subject matter and functions of the office to which the incumbent is assigned.

The Clerk III classification may be assigned to positions in the Career Center and attendance office at the high school level, or within a department at the District Office.

### **DEGREE OF SUPERVISION:**

The Clerk III position is under the general supervision of an administrator of a department, a site administrator or department head.

Evaluations will be performed by the immediate supervisor on a timeline in accordance with the collective bargaining agreement.

### **DUTIES AND TASKS:**

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

1. Perform clerical duties for the site or department.
  - A. Compile information for the purpose of preparing reports; research, prepare, and distribute reports, bulletins, and notes specific to the department or assignment.
  - B. Maintain filing systems
  - C. File materials; compose letters and miscellaneous correspondence
  - D. Prepare statistical and financial data; modify or devise reporting forms
  - E. Make arrangements for meetings, conferences and events
  - F. Inventory, order and distribute materials, supplies and informational data
  - G. Provide clerical assistance to Assistant Principal and/or counselors
2. Acts as a receptionist for department or site:
  - A. Answers telephones;
  - B. Meet students, staff, parents and the public who come to the office to obtain information or material;
  - C. Contact parents to verify student absences.
  - D. Provides information about the school or department programs policies, schedules and activities
3. General Accounting
  - A. Prepares receipts for funds, reconciles revolving cash and prepares reports
  - B. Prepares and maintains some bookkeeping accounts;
  - C. Preparation of bank deposit statements; (S)
  - D. May assist the District auditor; (S)

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### **When assigned to a secondary school site:**

3. Perform a variety of activities specific to office or department that may include:
  - A. Utilize computerized student data systems to access student information;
  - B. Maintain daily attendance records, verify and clear absences, and monitor attendance patterns; print attendance lists;
  - C. Write tardy and re-admit slips; (S)
  - D. Process student requests including work permits
  - E. Administer first aid to students and contact parents in the absence of the health assistant (S);
  - F. Oversee R.O.P. program under the supervision of a site administrator (**Career Center only**)

### **When assigned to the Quality Care office:**

4. Perform a variety of activities related to enrollment, fee collection, maintaining accounts, and ordering supplies and equipment for the before and after school child care program.
  - A. Maintain account information using computerized account software;
    1. Distribute billing statements
    2. Receive and post payments to accounts
    3. Collect past-accounts
    4. Prepare bank deposits
    5. Maintain revolving cash accounts
  - B. Assist parents with the enrollment process and answer questions concerning the program;
  - C. Maintain supply room inventories and arrange for repair of equipment.

### 5. Other Duties as Assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Working Knowledge
  - A. Computerized student information data systems
  - B. Word processing and spreadsheets
  - C. Basic knowledge of standards of methods, practices and procedures
2. Skills
  - A. Type at a net corrected speed of 50 words per minute;
  - B. Make basic arithmetical calculation quickly and accurately;
  - C. Read documents written in standard English test for the purpose of retrieving information;
  - D. Write grammatically correct routine business correspondence to gather or convey information.
3. Abilities
  - A. Independently perform clerical work with accuracy and speed;]

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- B. Speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information, and to explain policies and procedures;
- C. Ability to learn new computer programs/technologies including desk top publisher web based systems.
- D. Work independently and follow through on assignments with minimal direction;
- E. Interact diplomatically with the public in a high volume public contact setting.
- F. Maintain cooperative relationships with those contacted in the course of work
- G. Maintain confidentiality.

### **QUALIFICATIONS:**

1. Education and Experience
  - A. Equivalent to the completion of the twelfth grade
  - B. Two years of experience in independent, responsible general clerical work
2. Other requirements
  - A. Possession of a valid CPR certificate (renewed annually)
  - B. Tuberculosis screening and clearance every four years.

### **CAREER LADDER OPPORTUNITIES:**

Incumbents looking to move into a position of a higher class should work to develop their computer skills in both word processing and data base programs.

Job descriptions with qualifications for all job classes are available through the Personnel Office.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an 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; bend, stoop, kneel and reach in all directions; operate computers and other office equipment.

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

### **WORK ENVIRONMENT:**

While performing duties of this job, the employee **regularly** works in an indoor environment, either at a school setting or District office, with moderate noise levels; has contact with parents, students and staff; has interruptions from telephones and from

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requests from other personnel and/or supervisors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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<b>SALARY RANGE: 19</b>
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