

Job Code 02E
Level C
Revised June 2020

CLERK II

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Knowledge and/or experience with word/data processing, keyboarding and customer service
- Passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email
- Equivalent combination of education/training/experience

B. DESIRED

- Thorough knowledge of computers and data processing software applications
- Thorough knowledge of English and business math
- Trade or vocational school or equivalent

SUMMARY

Performs clerical work, not requiring skilled typing or transcription skills. Work requires the initiative to perform routine tasks independently, but in accordance with established procedures. General supervision is received from assigned supervisory personnel. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Completes forms, copies data, and compiles records and reports in accordance with established procedures
- Acts as receptionist, answers phones, responds to requests for general information, and refers inquiries to appropriate persons
- Performs routine administrative duties, including scheduling of appointments, explaining office procedures to employees and maintaining office supplies and equipment
- Sorts and distributes mail or other materials and prepares correspondence for mailing
- Operates a variety of standard office machines; may involve using a telephone switchboard
- Types and proofreads a variety of materials of moderate complexity, not requiring highly skilled typing techniques
- Researches files and records for information and assembles the data
- Handles materials of a confidential nature
- Maintains limited financial records, logs, schedules, record cards and forms, and tabulates and posts data, as requested

ESSENTIAL FUNCTIONS (continued):

- Initiates work orders, schedules transportation and provides other back-up assistance as needed
- Receives and records absence/attendance reports and calls/written excuses concerning absences as needed
- Maintains attendance cards as needed
- Contacts parents concerning unexcused absences as needed
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to meet deadlines
- Ability to multi-task in an office setting
- Ability to communicate with district personnel at all levels
- Ability to communicate clearly, both orally and in writing
- Ability to sustain extended work hours and problem situations
- Ability to understand and carry out written and verbal instructions
- Ability to work alone and as part of a team
- Ability to sit for extended periods of time
- Ability to reach, stoop, twist and bend
- Ability to concentrate for extended periods of time
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to work in small, cramped or confined spaces
- Ability to use office equipment, such as telephones, computers, copiers and printers
- Ability to perform tasks requiring manual dexterity