



PITTSBURG UNIFIED SCHOOL DISTRICT

SCHOOL CLERK II

CLASSIFICATION SPECIFICATION

DEFINITION:

Under supervision, to perform a variety of clerical record keeping, record checking, filing, typing and public contact duties of moderate difficulty in a school office; and to perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are distinguished above and beyond the School Clerk I by the assignment of attendance apportionment reports and student attendance verifications. This classification is fully responsible for attendance accounting and documentation, report balancing and submission of documentation.

EXAMPLES OF DUTIES:

- Performs a variety of clerical work, including typing, proofreading, filing, checking, and recording information on records
- Types letters, reports, requisitions and purchase orders, forms, warrants, file cards, and other material from rough draft, marginal notes, verbal instructions or transcribing machine recordings
- Serves as receptionist
- Answers the telephone and provides information concerning departmental programs
- Sorts and distributes mail
- Sorts and files documents and records according to predetermined classifications
- Checks financial and attendance records and documents for clerical and arithmetical accuracy, completeness, and for compliance with established procedures
- Receives, sorts and distributes various instructional materials
- May assist in matters related to the school health office including maintenance of student immunization records
- Administers basic first aid and dispenses prescribed medication to individual students in accordance with District policy
- Duplicates materials, operates a variety of office machines, including computer, copying, adding, and transcribing machines
- May supervise the work of student helpers
- Maintains accurate attendance records, including issuing readmit slips and work permits, typing master absence lists, verifying student absences, providing information to parents, teachers and counselors
- Posting absences, and preparing regular and annual tabulations on attendance
- Assists in program scheduling and program changes by preparing information for data processing

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EXAMPLES OF DUTIES: (cont.)

- Maintains and processes records relating to student transfers
- Requests and maintains cumulative files on students
- Posts, corrects and distributes report cards
- Posts entries on student attendance cards and other forms
- Contacts parents by telephone regarding student absences
- Furnishes appropriate information regarding students when transferring to other schools
- Maintains student cumulative folders
- Types requisitions and orders supplies
- Maintains basic bookkeeping records
- May operate offset equipment
- May perform regular duties involving the processing and circulation of library books, textbooks, audio-visual equipment, and related instructional materials
- Performs all related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- Correct English usage, spelling, grammar and punctuation
- Standard office procedures
- Standard office machines and computers
- District established computer applications
- Student attendance accounting software
- Basic arithmetic, filing and record keeping procedures
- Simple record keeping systems
- Basic first aid, as required by assignment

Ability To:

- Perform a variety of basic clerical work with accuracy and speed
- Proficiently operate standard office equipment
- Make arithmetical calculations
- Post information, check records, file and alphabetize rapidly and accurately
- Receive and give information over the telephone or in person in a courteous manner
- Communicate effectively with students, public and staff
- Work efficiently with frequent interruption
- Maintain records and prepare accurate reports
- Understand and carry out oral and written instructions

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MINIMUM REQUIREMENTS:

Ability To: (cont.)

- Maintain cooperative working relationships with students, staff and public
- Type at a net corrected speed of 45 words per minute

Training & Experience:

High school diploma or GED; one year of experience in the use of computers and general clerical work; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.

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Board Approval: 10/13/99