



PITTSBURG UNIFIED SCHOOL DISTRICT

PSYCHOLOGICAL SERVICES CLERK

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to perform a variety of specialized clerical work in a department with District-wide Special Education responsibilities; to maintain specific records and files pertaining to specialized activities or programs; and to perform all related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished by the assignment of clerical duties which require a working knowledge of subject matter and clerical functions, and good clerical ability. Incumbents work within a framework of established procedures, and are expected to perform a wide variety of typing and general clerical duties with only occasional instruction, direction or assistance.

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
- Answers the telephone, and provides information concerning departmental programs
- Sorts and distributes mail
- Sets up and maintains file system
- Compiles and prepares various departmental records and reports
- Makes arithmetical calculation
- Proofs a variety of forms for correct information
- Receives, sorts, and distributes various instructional materials
- Operates a variety of office machines, including typewriter, copying, adding, and transcribing machines
- Performs all other related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- Correct English usage, spelling, grammar and punctuation
- Modern office methods, procedures and equipment, including receptionist and telephone techniques
- Standard office machines
- Basic arithmetic, filing and record keeping procedures
- Methods used in preparing statistical reports

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MINIMUM REQUIREMENTS: (cont.)

Ability To:

- Perform a variety of clerical work involving use of independent judgment, and requiring accuracy and speed
- Proficiently operate standard office equipment
- Make basic arithmetical calculations with accuracy and speed
- Post information, check records, file and alphabetize rapidly and accurately
- Receive and give information over the telephone or in person in a courteous manner
- Use tact and good judgment
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work
- Type a net corrected speed of 45 words per minute

Training & Experience:

One year of experience in typing and general clerical work; or any combination of training and 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.