



PITTSBURG UNIFIED SCHOOL DISTRICT

SCHOOL CLERK I

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 by the assignment of clerical duties which require a working knowledge of a subject area in a school office, such as student registration, attendance, student records, textbook distribution, or maintenance of school accounts. In addition, school clerks perform such general clerical duties as typing, filing, answering the phone and routing calls, opening and distributing mail, and compiling information for basic reports. No one position would normally perform all the duties of the classification, although incumbents may be assigned to any of the duties listed.

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

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EXAMPLES OF DUTIES: (cont.)

- Assists in program scheduling and program changes by preparing information for data processing
- 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
- 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 and Experience:

High school diploma or GED; one year of experience in 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.

Draft Date: 10/6/99

Board Approval: 10/13/99