



Position Description HEALTH CLERK

Overall Responsibilities

Complete routine clerical activities to support management needs and legal compliance related to the school health services program.

Specific Responsibilities

1. Complete routine office or instructional procedures including but not limited to: typing, filing, report preparation, bookkeeping, inventory control, and completing errands.
2. Use all appropriate office machinery including copy machine, typewriter, adding machine, computer, and a PC terminal.
3. Work with students, parents, social service agencies, and staff to provide and elicit information and support including emergency response.
4. Interpret purposes and activities of the school or program, discipline actions, and the District Mission to students, parents, and community members.
5. Maintain records as needed for program management and legal compliance including but not limited to: folder, meal applications, health records, test records, student and staff attendance, and others related to the routine operation of the school, service, or program.
6. Use communication and security system with proper etiquette and confidentiality, complete telephone messages accurately, and distribute mail according to site procedure.
7. Other related duties as assigned.

Qualifications

Specific knowledge of:

1. Fulfill responsibilities for health services as assigned.
2. Basic principles of first aid and emergency response.
3. Basic office, phone, and social etiquette.
4. Current office equipment use and basic maintenance.
5. General principles of office organization: filing, record keeping.

Specific Ability to:

1. Accept supervision, work effectively and harmoniously with a variety of staff students, and the public in emergency and delicate situations.
2. Use word processor to prepare and print a standard document.
3. Complete work accurately in an environment of interruptions.
4. Maintain appropriate confidentiality about the status of student, staff school, and District activities.
5. Understand, implement and give oral and written directions in English.
6. Work cooperatively with administration, other employees, and the public.
7. Contribute to the successful fulfillment of the District Mission.
8. Conduct responsibilities of the position based on information and instructions provided in English.
9. Learn and appropriately apply District policies and procedures and other regulations related to the position.
10. Operate calculator, computer, and data entry terminal.
11. Learn to apply current technology to assigned duties.

Education

1. High school graduation or equivalent.
2. One year of clerical or secretarial training at eleventh grade or higher.

Experience

1. Previous work in an office setting as an employee or volunteer,

License

1. Valid First Aid and CPR Certificate issued by an authorized agency; valid California Driver's License.

Physical Demands in the Work Environment

These physical characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job safely.

1. Mobility sufficient to move about, stand, and/or sit for extended periods, and access all locations in the work environment.
2. Manual skill to appropriately control and manipulate students, objects, tools, materials, and equipment used on the job, including a telephone and a computer.
3. Flexibility and strength to reach with hands and arms, bend and stoop.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Facility to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
6. Facility to see and read with or without vision aids: computer screen, equipment used in the work environment, instructional materials, training materials, directions, rules, policies, calendars, agendas, manuals, and other printed matter.
7. Physical strength and agility to push, pull, squat, twist, turn, and lift and carry bulky objects of up to 25 pounds with or without assistance.
8. Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions.
9. Facility to drive all District vehicles.
10. High tolerance for continuing, stressful situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in the work environment. This environment may be expected to include: a moderate noise level that is occasionally very noisy, frequent interruptions, and occasional movement from inside to outside with exposure to elements, exposure to toxic substances, stairs, children, and duty hours before sunrise or after sunset.

REPORTS TO: Site Principal	CLASSIFICATION: Classified
FLSA: Non-exempt	WORK YEAR: 181 days
BOARD APPROVAL: 09/10/08	SALARY: 34
	FUNDING: General Fund