

JOB DESCRIPTION

JOB TITLE: Clerical Assistant I

Job Description: Under the direction of an assigned supervisor, perform a variety of general clerical duties in support of an assigned office, department or program; perform student attendance accounting and record-keeping activities at an assigned school site or program office; answer phones and greet and assist visitors and staff.

Distinguishing Characteristics: The Clerical Assistant I classification is the entry-level classification in the Clerical Assistant series and provides an opportunity to learn the terminology, processes and operations of an assigned office. Incumbents provide general and varied clerical support to an office and typically work under immediate supervision. The Clerical Assistant II classification provides diversified clerical support to an office, requiring an understanding of a process or functional area.

DUTIES AND RESPONSIBILITIES:

- Perform a variety of general clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials; receive, sort and distribute mail.
- Perform a variety of clerical duties related to student attendance accounting and recordkeeping activities at an assigned school site or program office; provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting.
- Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.
- Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel and the general public.
- Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested.
- Prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed; prepare student accountability report card; process purchase order requests; prepare SARB warning letters and distribute to sites as appropriate.
- Provide staff with supplies needed for presentations and trainings as assigned; reserve meeting, conference or training facilities.
- Verify excused and unexcused absences; process and verify student absence information from parents, teachers and others.
- Input and update attendance, enrollment and other student information into an assigned computer system; establish and maintain automated student records; generate a variety of computerized lists and reports related to student attendance and State-required data.
- Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Clerical Assistant I

- Perform various clerical accounting duties in support of assigned functions as required; calculate financial and statistical information as needed; process various financial forms and documents as assigned.
- Assist in monitoring inventory levels of office supplies; assist with ordering, receiving and maintaining inventory of office supplies.
- Serve as back-up to other clerical staff as needed.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Basic recordkeeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform a variety of general clerical duties in support of an assigned office or program.
- Student attendance accounting and recordkeeping.
- Answer telephones and greet the public courteously.
- Learn department or program objectives, policies, procedures and goals.
- Translate oral and written communications in a designated second language as assigned.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Receive, sort and distribute mail.
- Type or input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Education

- Any combination equivalent to: graduation from high school.

Experience:

- One-year general clerical experience.

WORKING CONDITIONS:

Environment

- Office environment.
- Constant interruptions.

Physical Demands

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

License, Certification, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance, possession of valid California Driver's License, Evidence of Insurability and Tuberculosis Screening.