



CASTAIC UNION SCHOOL DISTRICT

28131 Livingston Avenue • Valencia, California 91355

Phone: (661) 257-4500 • Fax: (661) 257-5737

CLASSIFIED EMPLOYMENT OPPORTUNITY

DISTRICT OFFICE CLERK

DISTRICT OFFICE

8.0 Hours Per Day from 8:00a.m. to 4:30p.m.

Salary: Range 11, Initial New Hire Placement Step 1 – 3, \$19.19 -\$20.16/hour

Opening Date: September 30, 2022

Closing Date: October 10, 2022

Please Apply on Edjoin

CLASS DEFINITION: Classified

Under the direction of the Department Director or Supervisor, the District Office Clerk performs a wide variety of specialized and responsible clerical duties, many of which are of a privileged or sensitive nature, to relieve supervisor of clerical detail.

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable diseases. Must meet district and state standards for physical and mental health.
2. High school diploma. Preference will be given to candidates having college or business college training in office services.
3. Able to pass District Proficiency Examination.
4. Knowledge of modern office methods and procedures.
5. One year of office experience in a public or private organization.
6. Keyboard at a level of proficiency required for job performance.
7. Must be proficient with current office equipment, technology and programs.
8. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.
9. Bilingual is desirable.

REPORTS TO: The Department Director or Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Greets visitors and responds to general inquiries from office visitors, emails or telephone callers and routes them to appropriate departments or schools as needed.
2. Types and copies a variety of routine and special correspondence, reports, records, staff directory, memoranda, and other documents from rough drafts, corrected copies or oral instructions.

- Composes correspondence independently or in accordance with general instructions concerning a wide range of subjects.
3. Edits correspondence for form and grammatical accuracy. Verifies totals, extensions, and other calculations on reports and documents, and proofreads work as requested.
 4. Receives, processes, logs and maintains records for intra- and inter-district attendance agreements.
 5. Copies and distributes District communications.
 6. Maintains calendars (both written and online) for District Offices and facilities usage.
 7. Calendars and coordinates meetings and events district wide including sets up and cleans up Board room and conference room and arranging food vendors.
 8. Distributes internal, incoming and inter-office mail as established in standard mail room procedures. Maintains and applies proper postage to outgoing district mail. Prepares overnight, certified and return receipt outgoing mail. Delivers mail to post office daily. Organizes, date stamps, and assembles District mail such as Business Services, Superintendent's and Executive Assistant's mail.
 9. Coordinates, processes and logs flyer approval and distribution requests.
 10. Types revisions to Board Policies, Regulations, and Bylaws. Makes copies for all Policy Books and keeps them updated. Periodically distributes updates to Board and administrators.
 11. Assist the Executive Assistant with the preparation and building of the board meeting agendas. Process all approved contracts.
 12. Maintains reference binder of updated Board approved job descriptions.
 13. Maintains an organized and accurate filing system to ensure that requested files or materials can be located in a timely manner.
 14. Receives bulletins from LA County Office of Education.
 15. Update and maintain employee emergency contact information.
 16. Performs routine duties of the Executive Assistant during absences.
 17. Shreds confidential documents as directed.
 18. Monitors school and transportation radio for emergencies, late buses and missing children.
 19. Receives, processes and logs bus applications and bus payments. Takes payments for preschool.
 20. Assists other departments with overflow work when needed.
 21. Assists with District applications related to personnel and district services.
 22. Cross check and mail warrants.
 23. All other relevant duties as assigned.

PHYSICAL DEMANDS:

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements.

- a. Ability to work at a desk, conference table or in meetings of various configurations.
- b. Ability to stand, walk and be physically active for extended periods of time up to the duration of the shift.
- c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- d. Ability to hear and understand speech at normal levels.
- e. Ability to communicate so others will be able to clearly understand a normal conversation.
- f. Ability to bend and twist, sit, stoop, kneel, push, pull, walk and crawl.
- g. Ability to sit for sustained period of time.
- h. Ability to climb slopes, stairs, steps, ramps and ladders
- i. Ability to lift 25 lbs.
- j. Ability to carry 25 lbs.
- k. Ability to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation

- Shoulder abduction and adduction
 - Shoulder flexion and extension
 - Elbow flexion and extension
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion and extension
- l. Able to demonstrate manual dexterity necessary to operate a computer and other equipment in a safe, efficient manner.
 - m. Ability to reach in all directions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment: Work is typically performed in a school district office environment. The work environment is moderately noisy.

Exposures, Risks and Hazards: While performing the duties of this classification, an employee is exposed to childhood and infectious diseases, demanding time lines, constant interruptions, and the normal risks and hazards of operating computer-related equipment.

REASONABLE ACCOMMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:

Twelve months per year - Range 11

For any questions, please contact Mallory Jones in HR at mjones@castaicusd.com or 661-257-4500 ext 1534

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.