

## Twin Rivers Unified School District

## Position Description

Position: Administrative Clerk - Senior		Salary Grade: 110
Board Approved: 12/15/2015	Effective: 2/1/16	FLSA: Non-exempt

### Summary

Performs a variety of technical clerical, record keeping, data profiling, and reporting or other support to include monitoring of contracts, budgets, and administrative aspects of projects.

### Distinguishing Career Features

The Senior Administrative Clerk represents the second level position within a generalist clerical career path. Advancement to Senior Administrative Clerk requires three years in the capacity of Administrative Clerk or equivalent and sufficient knowledge of program and financial record keeping to monitor contracts such as IEPs, process departmental/program costs and/or monitor grant performance against budgets. The Senior Administrative Clerk may be used in a partial leadership or coordinating role, or in a more specialized capacity.

### Essential Duties and Responsibilities

Specific duties may vary among departments and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties:

- Composes routine letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts, or verbal instructions. Prepares handbooks, schedules, brochures, and other program materials.
- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialized function such as contracts and vendor arrangements.
- Monitors contractual provisions. Sets up files and critical events and dates for internal, interim, and year-end reviews. Provides assistant with contract documents by adapting district-approved formats and facilitating content and approvals.
- Performs analytical duties such as evaluating student profiles for specific programs (e.g., IEPs and alternative programs) by pre-screening registration materials, test scores, and other materials that would identify and profile student needs.
- Compiles statistical data for use by others in research and reports. Maintains departmental information in established data entry formats. Searches out information in departmental records and files.
- Maintains financial records for a fund or program with activities that include processing of expenditures, documentation of inventory, and preparation of mandated reports.
- May coordinate the workflow for a high volume customer-service oriented office. May serve as a resource for other Administrative Clerks, filling in to balance workload, solving difficult transactions, and researching files and records to resolve discrepancies.
- Greets visitors, staff or students in person or over the telephone, ascertains nature of

business and provides standard information related to area of assignment.

- Maintains records and files of documents processed for ready access and compiles various reports according to well-defined operating procedures.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats. Extracts data from existing databases and converts to other formats.
- Participates and may coordinate basic registration activities such as those used for community schools, early childhood education, or vocational occupations.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Assists and otherwise coordinates programs, workshops, meetings between program staff, administrators or the general public.
- May receive, sort and distribute incoming mail.
- May participate in selecting, training and assigning work to regular staff and part time student and temporary workers.
- Performs other related duties as assigned that support the objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires an in-depth working knowledge of the practices and techniques used in the assigned organization unit. Requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of the procedures used in accounting, budget, purchasing, and payroll transaction processing, and statistical record keeping. Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and specialized database software used in education. Requires business mathematics skills to compute sums and statistics. Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading, editing, to prepare original correspondence. Requires sufficient human relations skills to orient and train others, convey technical information to others, and use patience in dealing with a diverse population.

### **▪ Abilities**

Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to learn, interpret, explain, and apply knowledge of district and department organization, operations, programs, functions, and special department terminology when performing assignments. Requires the ability to prepare financial summaries. Requires the ability to prepare presentation quality charts, written materials, and spreadsheets. Requires the ability to operate standard office machines and

equipment. Requires the ability to maintain records and prepare reports. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to communicate with peers and other staff or public in a manner reflecting positively on the department and District.

▪ **Physical Abilities**

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to write and to read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about district locations, and to reach work materials. Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

▪ **Education and Experience**

The position requires a High School diploma and 4 years of general clerical and keyboarding experience in a customer service oriented environment. Additional post secondary education may substitute for some experience.

▪ **Licenses and Certificates**

May require a valid driver's license.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.