

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Clerk I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Clerk	FLSA:	Non-Exempt
JOB CLASS CODE:	0524	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 29 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-58
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine typing and general clerical activities according to established procedures in support of an assigned department.

DISTINGUISHING CHARACTERISTICS:

Clerk I incumbents perform a wide variety of miscellaneous duties within the limits of fixed procedures, which are regularly or frequently repeated. Changes in procedures and new tasks are explained in detail, and any different or new situations are referred to the supervisor. Clerk II incumbents perform a wide variety of duties where procedures and methods are prescribed. Following initial instructions and within the scope of the assignment, employees are expected to exercise good judgment and discretion in handling problems. Clerk III incumbents perform a wide variety of duties, which require the exercise of independent judgment in the selection of the method and application of established procedures and policies in order to carry out an assignment. Work is usually reviewed upon completion, rather than in progress.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Type letters, memoranda, bulletins, reports, requisitions, or other materials; proofread completed typing assignments; receive, sort, and distribute incoming and outgoing mail; lift light objects. **E**

Receive visitors; answer telephone, and refer calls and visitors to appropriate personnel; assist students, parents, and staff; answer routine questions according to established guidelines; attend required meetings. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Sort and file material according to established procedures; maintain records, logs, inventories, and routine files; order materials and supplies; duplicate and distribute a variety of records, reports, and other materials. **E**

Serve as library clerk; catalog and prepare books, videos, and reference materials for circulation; check books in and out; prepare overdue book letters; reshelving, display, repair, and inventory books; assist students with library research; order library books and other materials through the district Book Fair. **E**

Assist or register students, daily attendance, monitor attendance problems, send out attendance letters, and make appointments; may attend Student Attendance Review Board (SARB) meetings, and coordinate SARB appointments. **E**

May dispense medication according to established procedures as needed; maintain an illness and medication log. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and some clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

- Keyboarding40 Correct WPM
- Word.....35% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of a computer, related software, and standard office equipment.
- Current office practices and procedures.
- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading and writing communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Operate a computer, related software, and standard office equipment.
- Meet schedules and time lines.
- Maintain records, logs, inventories, and routine files.
- Lift light objects according to safety regulations.
- Understand and follow oral and written instructions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office or school site environment.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities, and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date