

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Clerk II	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Clerk	FLSA:	Non-Exempt
JOB CLASS CODE:	0522	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 33 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-58
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine clerical support duties for an assigned department or program according to several specific routines and broadly defined policies and procedures.

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, schedules, lists, requisitions, or other materials; input a variety of data and records relating to assigned function into a computer; proofread documents for accuracy, completeness, and conformance to established procedures. **E**

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

Develop and maintain a variety of logs, records, and files related to the assigned office; compile information and prepare summaries and reports; compile and tabulate statistical data. **E**

Maintain supply and material inventory of assigned area; requisition, receive, and distribute materials and supplies according to established procedures. **E**

Duplicate and distribute a variety of records, reports, and other materials; receive, sort, and distribute incoming and outgoing mail; lift light objects. **E**

Answer telephones; greet the public, provide routine information, and direct inquiries to the appropriate person or office; make phone calls to request, provide, or verify information; may provide work direction to others. **E**

Serve as library clerk; catalog books, videos, and reference materials for circulation; check books in and out; prepare overdue book letters; resshelf, display, repair, and inventory books; assist students with library research. **E**

Assist or register students, input student information, and assign to proper room; transfer students; scan and post daily attendance, prepare monthly attendance report, monitor attendance problems, send out attendance letters, make appointments, and prepare student identification cards. **E**

Prepare permanent record folders, and post data to a variety of records and cards; prepare and issue early dismissal, admission, and readmit slips for students; prepare work permits for students; process requests for transcripts and subpoenas for academic records. **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 one year of clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding.....	45 Correct WPM
Word.....	40% Overall Score
Excel.....	40% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a computer, related software, and standard office equipment.
 Current office practices and procedures.
 Record-keeping techniques.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Reading and writing communication skills.
 Interpersonal skills using tact, patience, and courtesy.
 Appropriate terminology of assigned function.
 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.
 Prioritize work to meet schedules and time lines.
 Understand, interpret rules, and written directions, and apply to specific situations.
 Maintain accurate records, and prepare reports.
 Lift light objects according to safety regulations.
 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.