

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Clerk III	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	Clerk	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0520	<b>WORK YEAR:</b>	10 to 12 Months
<b>DEPARTMENT:</b>	Assigned Location	<b>SALARY:</b>	Range 38 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	06-58
		<b>BOARD REVISION:</b>	11-10-73 08-06-76
		<b>HR REVISION:</b>	04-27-12

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**BASIC FUNCTION:**

Perform routine, diverse clerical and technical duties requiring independent judgment involving frequent and responsible public contact; provide for proper input and output of a variety of data.

**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.)**

Perform duties related to assigned function such as compiling information from a variety of sources, and preparing complex reports as required by district, county, state, or federal regulations; communicate with other agencies or departments to provide or obtain information. **E**

Compose correspondence independently or from oral instructions; prepare letters, memos, forms, brochures, flyers, booklets, and workshop materials to request, provide, or verify information; receive, screen, and route mail. **E**

Receive and screen telephone calls and visitors; provide program information and options; schedule appointments; coordinate schedules, and communicate with others regarding meetings and appointments; direct inquiries and visitors to the proper person or office. **E**

Transmit confidential or sensitive information as appropriate; provide technical information concerning policies and procedures of assigned program or office according to established guidelines. **E**

Initiate, verify, update, calculate, and submit financial aid applications; enroll students, and process documents; collate and score tests; prepare financial aid disbursements according to established procedures. **E**

Prepare, format, file, type, proofread, and duplicate records, reports, inter-district permits, caregiver affidavits, intra-district transfers, or related materials; scan workers' compensations, medical, or student records; lift light objects. **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; manage and maintain databases; operate standard office equipment. **E**

Monitor and maintain office or program budgets according to established guidelines; order supplies and materials as assigned, and maintain inventory; prepare and submit requisitions. **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**

Provide work direction and guidance to clerical personnel as assigned.

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and two years of clerical and technical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

- Keyboarding.....45 Correct WPM
- Word.....60% Overall Score
- Excel.....60% 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.
- Establish and implement revised office procedures as needed and according to established guidelines.
- Understand, interpret rules, and written directions, and apply to specific situations.
- Compose correspondence independently.
- Maintain accurate records, and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift light objects according to safety regulations.
- Provide work direction to 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, walk, or stand 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:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date