



Date Adopted:	12/15/09
Range:	9
Classified:	CSEA

Job Description CLERK III

BASIC FUNCTION

Under general supervision, perform a wide variety of technical and complex clerical functions, including typing, data entry and other general office duties.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Input and extract data from an automated information management, storage and retrieval system.
- Review, audit and compile a variety of technical reports and statistical data.
- Organize and coordinate the preparation of documents and records; which may include forms, bulletins, questionnaires, requisitions, and a variety of other material.
- Prepare index and cross-reference files concerning a variety of files and records.
- Assist visitors, initiate and respond to telephone inquiries regarding technical questions pertaining to routine policies, regulations and operational procedures, and/or by referring those making inquiries to the appropriate departments.
- Establish, organize and maintain a variety of alphabetical, numerical, and subject-matter files and records.
- Type and enter data from rough drafts and notes, and prepare final copy of material that may involve the utilization of transcription equipment.
- Compose routine letters and memoranda independently.
- Receive, process and deliver mail.
- Monitor office entry area, receive and announce visitors and schedule appointments.
- Order, check-in and distribute supplies; contact appropriate personnel regarding missing items and status on POs.
- Assist in the orientation, training and monitoring of students or other clerical personnel.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Operational methods, procedures, policies, rules and regulations.
2. Correct English usage, spelling, grammar, punctuation and math concepts.
3. Modern office methods and equipment, computers and application software.
4. Methods and procedures pertaining to receiving, processing, storing, and distribution of supplies, materials and equipment.
5. Automated record storage, retrieval and management systems.

Ability to:

1. Perform complex clerical work with speed and accuracy.
2. Make mathematical calculations with speed and accuracy.
3. Understand and carry out oral and written directions.
4. Type or keyboard at a net corrected speed of 40 words per minute.
5. Communicate both orally and in writing in a clear and concise manner.
6. Meet schedules and timelines.
7. Interpret, apply and explain policies, regulations and procedures.
8. Establish and maintain cooperative and effective working relationships.

EXPERIENCE

Two years of clerical experience is required.

EDUCATION

High school diploma or equivalent is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test is required. Current (within 1 year) evidence of the ability to type 40 net wpm is required.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will be an indoor office environment.

Physical Abilities:

The physical demands described her are representative of those that must be met by an employee to successful perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate equipment.
- Stand and walk.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Climb a step stool/ladder and reach above shoulders.

Hazards:

Contact with dissatisfied or abusive individuals is possible.