

**Oroville City Elementary School District
Job Description**

JOB TITLE: BUSINESS/ATTENDANCE CLERK

SALARY LEVEL:	28	DIVISION:	Classified
DEPARTMENT:	Business	LOCATION:	District Office
REPORTS TO:	Assistant Superintendent, Business		
APPROVED BY:	Board of Trustees	DATE:	September 23, 2015
		REVISED	February 14, 2018

SUMMARY: Under the supervision of the Assistant Superintendent, the Attendance/Business Clerk performs a wide variety of clerical/fiscal duties within the Business Department. Provides assistance regarding District policies and procedures including but not limited to attendance and data collection. Works with administration, staff, and visitors and communicates with appropriate agencies as needed or required. Provides support and training to office managers with procedural changes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Performs reception duties with the public and staff as needed.

Assists in the research, preparation, typing, copying, distributing and filing of a variety of paperwork and reports relevant to the business office.

Acts as a member of a coordinated office-administrative team in the completion of all duties related to the management of the District.

Maintains, stores, and retrieves information; disseminates information to appropriate individuals.

Handles any overflow and/or backup duties that may be presented from the business office staff.

Possesses ability to perform related functions according to contract language and board policies.

Maintains work site and/or office equipment in a professional manner.

Keeps current in the use of computers and appropriate software.

Provides training and prepares information for invoicing of MAA activities.

Performs related duties as assigned.

OROVILLE CITY ELEMENTARY SCHOOL DISTRICT

JOB TITLE: BUSINESS/ATTENDANCE CLERK

PAGE 2

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma; 3 years related experience and/or training; or equivalent combination of education and experience. Experience in an administrative office or school setting is highly desirable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy.

CLERICAL SKILLS: Ability to proofread documents and correct any misuse of grammar, spelling, punctuation, etc. Compile and maintain accurate and complete records and reports. Have a pleasant phone voice and demeanor. Take accurate and complete messages for any personnel where necessary.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Typing Certificate: 45 W.P.M. Net

Computer Skills in Microsoft Windows, including Word, Excel, Aesop or comparable software programs. Knowledge of electronic email functions.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members and general public in an open, friendly business-like manner. Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to perform all tasks without close supervision. Ability to devise improvements where possible.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

OROVILLE CITY ELEMENTARY SCHOOL DISTRICT

JOB TITLE: BUSINESS/ATTENDANCE CLERK

PAGE 3

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

PCC:slc
BUSINESS/ATTENDANCE CLERK