

**Oroville Elementary School District
Job Description**

JOB TITLE: OFFICE CLERK

SALARY LEVEL:	28	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School Sites
REPORTS TO:	Site Principal		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED	November 24, 1998
		REVISED	September 26, 2001
		REVISED	February 14, 2018

SUMMARY: The Office Clerk processes daily notices, mail, and general communications; types business, curriculum, or personnel related letters; handles photocopying duties; acts as the site level record keeper; and is proficient in the use of computer word processing and spreadsheet programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Compiles and types statistical reports, purchase orders, supply requests, maintenance work orders, and minutes of various meetings.

Does daily typing or word processing of daily notices, parent letters, and general office communications.

Checks all communications for completeness and accuracy of grammar and spelling.

Serves as a contact person to the school community, students, and other visitors.

Organizes, designs, and maintains a filing system.

Assists other staff, when appropriate, in completing office related tasks.

Handles phone communications as position requires. Receives, delivers, and refers messages to appropriate personnel or students as necessary.

Opens, stamps, sorts, and distributes mail or other materials.

Communicates with students' families, community agencies and other district employees regarding a variety of school related issues.

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Makes copies of correspondence or other printed matter.

Performs related duties as assigned.

In addition to some of the above listed essential duties and responsibilities, the Office Clerk assigned to the school sites may perform the following tasks:

Assists in maintaining official records of student attendance, enrollment, demographics, and cumulative student records through the utilization of computer programs and other resources.

Administers minor first aid to pupils in the absence of the school nurse or health assistant.

Maintains office area and office equipment in a professional manner.

Distributes student and office supplies.

Assists office manager in most areas of clerical responsibilities.

In addition to some of the above listed essential duties and responsibilities, the Office Clerk assigned to the compensatory education performs the following tasks:

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 or general education degree (GED); two years related experience and/or training; or equivalent combination of education and experience. Experience in a 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.

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, basic Excel or comparable software programs. Knowledge of electronic email functions.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, students, parents, and others 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.

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.

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 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.

The noise level in the work environment is usually moderate, however, due to local traffic conditions it may occasionally be loud. Due to the busy nature of a school or district office, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff.