

**Oroville Elementary School District  
Job Description**

**JOB TITLE: PERSONNEL CLERK**

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SALARY LEVEL:	30	DIVISION:	Classified
DEPARTMENT:	Personnel/Business	LOCATION:	District Office
REPORTS TO:	Assistant Superintendent, Business		
APPROVED B	Board of Trustees	DATE:	February 22, 1995
		REVISED	November 4, 1998
		REVISED	January 20, 1999
		REVISED	September 26, 2001
		REVISED	December 12, 2007
		REVISED	February 14, 2018

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**SUMMARY:** The Personnel Clerk performs clerical work involved in general communications and correspondence of the Personnel Business Department; coordinates the procurement of substitute personnel for absent employees; composes, types and mails correspondence; keeps substitute lists current on paper and in a computer file.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

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

Checks for completeness and accuracy of grammar and spelling.

Facilitates the operation of the District's automated substitute calling and absence tracking system.

Coordinates substitute assignments for certificated and classified District personnel, communicates the status of substitute assignments to District and site personnel, maintains absence records for absences reported outside the District's automated system, uploads sick and vacation leave accruals as well as leave balances.

Communicates the need for additional substitutes to appropriate personnel regarding shortages.

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

Maintains a listing of all staff with critical employee information and assists in preparing an annual employee directory.

Assists other District office staff, when appropriate, in completing office related tasks, i.e. summer mail processing.

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

Follows up on employees still needing to turn in information in.

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

Keeps current in the use of computers and appropriate software.

Answers telephone calls related to personnel and general information regarding the District.

Tracks sick leave hours for all substitutes.

Works on any overflow work from the administrative secretary - personnel's desk as required.

Performs related duties as assigned.

**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

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public, administration, pupils, and fellow employees.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Typing Certificate: 45 W.P.M. Net  
Computer Skills in Microsoft Windows, including Word, Excel 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. 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.

The noise level in the work environment is usually quiet.