



**CLASSIFIED**  
**Job Class Description**  
4270.6

**Alpine Union School District**  
Equal Employment Opportunity

**SCHOOL OFFICE CLERK**

**DIVISION:** School Site

**SALARY SCHEDULE:** Classified  
**LEVEL:** Range 15

**REPORTS TO:** School Site Principal

**DATES CURRENT JOB DESCRIPTION APPROVED:**  
Board of Trustees effective: ..... 10/17/2018

**PURPOSE:**

Under the supervision of the School Site Principal, performs routine, general clerical work; performs duties related to student attendance accounting record keeping; performs a variety of regular clerical record keeping, filing and typing duties in school offices; assists School Administrative Assistant and Health Clerk; and performs other related work as required. Incumbents in this classification provide students, staff and the public with service and information through the performance a wide variety of clerical services which directly supports student learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Tracks attendance of all students; inputs attendance codes; prepares tardy slips; collects manual attendance sheets; creates list of unverified absences, etc.
- Prepares and maintains all necessary documents related to student attendance accounting (e.g., daily phone logs, SART and SARB attendance letters, weekly attendance/teachers, etc.)
- Verifies student absences either through written or verbal communication with parents or guardians (e.g., telephone, email, Connect-Ed/Blackboard, etc.).
- Prepares and monitors students' Independent Study Contracts.
- Serves as the first point of communication for new student enrollment, registration and transfer of records, custody issues, and Child Protection Services (CPS) issues.
- Confers with parents and students in the process of enrolling, registering, and transferring students.

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- Receives public, parents, students, vendors, etc., answers the telephone and disseminates approved information.
- Administers first aid to students in the absence of the District Nurse or Health Clerk
- Assists School Administrative Assistant and Health Clerk in the performance of their duties.
- Maintains a variety of files, documents and student files and records (e.g., emergency cards, reports, student cumulative files, immunizations, daily attendance logs, Alpha Census student lists, custody book, enrollment book, cumulative records book, volunteer/visitor log, student sign-out log, Independent Study log, etc.).
- Answers inquiries regarding routine departmental procedures and routes telephone calls.
- Receives, sorts and distributes incoming and outgoing mail
- Sells bus tickets; collects fees; logs and distributes bus passes received from the District Office.
- Prepares and answers routine correspondence.
- Performs record keeping and clerical functions (e.g., filing, copying, faxing, etc.). Assists students who come to the health office, as needed.
- Assists with coordination of student discipline (e.g., In School Suspension, lunch and recess detention, etc.)
- Performs lunch counts, cafeteria reporting and lunch program accounting as needed
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

#### **QUALIFICATIONS /REQUIREMENTS:**

(At time of application.)

#### **KNOWLEDGE OF:**

- Correct English usage, spelling grammar and punctuation.
- Basic math including calculations using fractions, percentages and/or ratios.
- Business telephone etiquette.
- Safety practices and procedures.
- Modern office methods, procedures and equipment.
- Simple record keeping systems.
- Computer input, word and data processing.

#### **ABILITY TO:**

- Perform a variety of basic clerical work with accuracy and speed.
- Learn to operate standard office equipment.
- Make mathematical calculations as required.
- Post information, check records, file and alphabetize rapidly and accurately.
- Receive and give information over the telephone or in person in a courteous manner.
- Understand and carry out oral and written directions.
- Maintain cooperative working relationship with those contacted in the course of work.
- Type at a net corrected speed of 45 words per minute.
- Establish and maintain effective working relationships with students, staff and the community.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow Department and District policies and procedures.

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- Work with a diversity of individuals and/or groups.
- Adapt to changing priorities.
- Maintain confidentiality.
- Work with frequent interruptions.
- Respond to emergency situations in a controlled manner.

## **EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:**

### **Training and Experience:**

High School diploma or equivalent.

One year in general clerical work, supplemented by, or including, courses in typing and office practices; or any combination of training and experience that could likely provide the desired knowledge and abilities.

### **Licenses and Certificates:**

Current typing certificate at a net corrected speed of 45 wpm required.

Must hold a valid First Aid Certificate.

Must hold a valid CPR Certificate.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

(Must be performed with or without reasonable accommodation.)

Good physical condition as determined by pre-employment inquiries and medical examinations.

Some lifting, carrying, pushing, and/or pulling

Significant fine finger dexterity.