

Aromas-San Juan Unified School District

JOB TITLE: ***SCHOOL OFFICE CLERK***

DESCRIPTION OF BASIC RESPONSIBILITIES:

To perform a variety of responsible clerical support activities including typing, filing, telephoning, and record keeping of school site programs and office operations. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. Performs a variety of clerical activities related to the function of assigned school site office and/or programs.
2. Types prescribed information on forms, cards, and records from clearly defined sources.
3. Prepares memos, correspondence, and/or reports from clear draft, handwritten copy, notes, or verbal direction.
4. Answers telephones, takes messages, and/or refers callers to appropriate sources/staff; contacts substitutes.
5. Receives visitors in school office, provides information, or directs to appropriate office/staff.
6. Contacts teachers/parents by telephone to verify absences and early dismissals, to update emergency cards and to obtain other necessary information.
7. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintains alphabetical, numerical, index, and cross-referenced files.
8. Maintains and processes information related to assigned operational records by transferring data, calculating totals and subtotals, or compiling summaries.
9. Maintains computerized data files and records relating to student attendance, records entering/withdrawing students, records/updates emergency information.
10. Maintains student files on grades, schedules, health, and discipline.
11. Processes forms, applications, and/or other paperwork for school office and programs.
12. Administers basic first aid in accordance with established District policy.
13. May be assigned to maintain/monitor pupil lunch funds.
14. Prepares ditto masters, and performs graphic work as needed.
15. Operates variety of standard office equipment.
16. May assign and review the work of student assistants.
17. Supervises students waiting in school office.

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18. May be requested to use bilingual skills.
19. Monitors and responds to District radio communication network.
20. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- modern office methods, procedures, and practices;
- proper English usage, grammar, punctuation, and spelling.

Ability to:

- demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- type accurately at 45 words per minute;
- learn the operations, procedures, policies, and requirements of assigned site program and operation;
- operate standard office equipment/machines such as typewriter, calculator, copy machine, and computer;
- perform routine arithmetical calculations;
- communicate effectively in oral and written form;
- establish and maintain effective work relationships with those contacted in the performance of required duties.
- maintain positive relationships with staff, students, and community.

Required: Possession of a valid First Aid Certificate.

EXPERIENCE:

Voluntary or paid experience as a clerk in a public or private agency similar to a school office is desirable.

EDUCATION:

An educational level enabling the employee to have the knowledge and abilities listed above is

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required. Graduation from high school (or equivalent) is required. Some college and/or training is preferred. Bilingual ability in Spanish is preferred.

MEDICAL CATEGORY I

Light Physical Effort

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.