

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

14806 Pleasant Valley Rd., Penn Valley, CA 95946-9764

Phone (530) 432-7311 Fax (530) 432-7314

www.pvuesd.org



JOB TITLE	: School Administrative Clerk
Job Classification	: Range 3 – Classified Salary Schedule
Basic Function	: To perform responsible office support functions in the day-to-day operations of a site administration office; to perform typing, filing, receptionist, and record keeping assignments; and to do related work as required. The School Administrative Clerk performs a wide variety of clerical work and maintains good public relations with parents, students, staff, and the community.
Distinguishing Characteristics	: Employees in this classification receive general supervision within an established framework of standard policies and procedures. Performance of these responsibilities requires accuracy, attention to details, discretion, good communication skills, and sound judgment.
Supervision	: The School Administrative Clerk is under the supervision of the Site Administrator and general direction of the School Administrative Assistant

Examples of Important and Essential Duties and Responsibilities:

This position performs a variety of office support functions for an assigned site administration office. Essential functions may include, but are not limited to the following:

Attendance and Related Activities

1. Performs attendance and related activities in the student information system and prepares and maintains permanent student record for all students at the site for the purpose of ensuring compliance with financial, legal, state or federal requirements.
2. Process and maintain student attendance information and enter data daily into computer which may include but not be limited to health, discipline, emergency, student demographics, schedule, and grade information.
3. Prepare attendance reports showing such items as: total enrollment, new entries, withdrawals, efficiency reports, independent study contracts, and attendance per student.
4. Communicate in person or by telephone with parents and staff to verify absences and early dismissals and draft follow-up correspondence regarding matters of truancy.

Clerical

1. Check, verify, sort, tabulate, and file a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-reference files.
2. Types a variety of materials, such as interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft.
3. Maintain and process information related to assigned operational records by transferring data, calculating totals and subtotals, or compiling summaries.
4. Processes forms, applications, and/or other paperwork for school office and programs.

5. May be assigned to maintain/monitor pupil meal and transportation funds including selling milk, lunch, and bus tickets.
6. Maintains a variety of computerized data collection systems and other records/filing systems.
7. Performs other duties similar to the above in scope and function as required.

Office Reception

1. Serve as receptionist, receive visitors, answer telephones, take messages, refer callers to appropriate sources/staff and ensure high staff and general public morale.
2. Receive visitors in school office, provide information, or direct to appropriate office/staff.

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Other Duties

1. Assist with other clerical activities of the school office.
2. Prepare standard and special correspondence, bulletins, notices, and reports.
3. Administer basic first aid and dispense prescribed medication to students in accordance with established district policy.
8. Supervises students waiting in school office.
4. Provide information regarding site and district policies, procedures, programs, and objectives
5. Distribute mail, messages, bulletins, memos, and time sheets as needed.
6. Maintain a calendar of events, due dates, and schedules relating to the site including use of school facilities.
7. Assist in monitoring of ASB and site budgets including verifying accuracy and tracking account balances.
8. Order supplies, maintain inventory of supplies and forms, and process purchase requisitions as needed.
9. Assist in maintaining permanent and substitute employees' time records for site, verifying absences, vacations, and other time off.
10. Assist with printing, sorting, and mailing report cards for all students as necessary.
11. Respond to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of providing information and/or direction.
12. Assist other personnel for the purpose of supporting them in the completion of their work activities.

Physical Requirements

Employees in this position must have the ability to:

1. Stand, walk, use hands and fingers to handle or feel objects and talk or hear.
2. Sit for extended periods and frequently squat, bend, stoop, kneel, climb stairs, reach forward and overhead, and push/pull items such as desks, tables or chairs.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal indoor levels, outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly inside, outdoors and on the telephone.
6. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned tasks using both hands.
7. Lift up to 25 pounds to shoulder height and carry objects weighing over 15 pounds.
8. Maintain physical, mental, and emotional stamina to endure work hours under sometimes stressful conditions and constant interruptions.

Work Environment

Employees in this position will normally perform work in an office environment and come in direct and frequent contact with students, and the public.

Required Education and Experience

1. High School diploma or equivalent.
2. Experience using technology in an office setting. (Two years preferred)
3. Obtain a score of 70% or better on clerical/computer tests.
4. Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance
5. Possession of valid First Aid/CPR Certification
6. Knowledge of protocol for bloodborne pathogens.

Required Testing

- Pre-employment Proficiency Test on clerical/computer applications, typing (minimum 40 words per minute), English usage, and mathematics.

Desired Qualifications

Previous experience in a school district or government setting

Knowledge of:

1. Proper English usage, grammar, spelling, vocabulary, and punctuation.
2. Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.
3. Filing systems and records development and maintenance techniques.
4. Standard bookkeeping and record keeping.

Ability to:

1. Learn the operations, procedures, policies, requirements, and legal procedures of the site and district.
2. Interpret, understand and apply site and district policies, procedures, rules and regulations, and both oral and written directions with good judgment in a variety of situations.
3. Work independently, use initiative, and prioritize and coordinate work flow to meet established deadlines.
4. Establish, organize, and maintain accurate filing and record keeping systems including a computer data base.
5. Proofread and make mathematical calculations quickly and accurately.
6. Maintain the confidentiality and security of sensitive information and files.
7. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
8. Operate a variety of standard office machines and equipment such as calculator, copy machine, telephone, and computer.
9. Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties including students, co-workers, staff, supervisors, and the public.

10. Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on the district proficiency test.
11. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, and disabilities of students, teachers, administrators, and staff.
12. Maintain consistent, punctual and regular attendance.
13. Quickly learn and be able to coordinate multiple tasks.
14. Be a well-organized, logical thinker.
15. Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or his designee.

Board Approval: April 19, 2017

<p>At time of employment, the employee will be required to sign a copy of their job description for their personnel file.</p> <p>I have received a copy of this job description.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;"> <p>Employee Signature</p> </div> <div style="width: 45%; border-top: 1px solid black; text-align: center;"> <p>Date</p> </div> </div>	
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