

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Classified Job Description

CLERK II - BILINGUAL

DEFINITION

To perform a wide variety of general clerical work involving specified routines within broadly defined policies and procedures.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the clerical series. Positions assigned to this class can be distinguished from lower level classes by performance of duties which are standardized but require the exercise of independent judgment in interpretation and application of standard practices and procedures or in modification of existing methods to complete assignments. Incumbents should be capable of assisting in the orientation or on-the-job training of other employees and must possess sufficiently developed typing and clerical skills to handle all but the most complex matters.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs a wide variety of clerical and typing work related to the function to which assigned. Types letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions, contracts and other materials from marginal notes, rough drafts, or verbal instructions. Compiles information from various sources. Reviews documents for accuracy, completeness and conformance to established procedures. Compiles and tabulates statistical data. Serves as receptionist for students, faculty and the general public. Answers inquiries and gives out information concerning routine standards, procedures and programs. Develops and maintains files; classifies and posts information and keeps a variety of records. Orders, stores and issues supplies and material pertinent to the function to which assigned. Makes reservations and appointments. Operates standard office machines. May receive and issue receipts for monies. Maintains accurate daily attendance and prepares monthly attendance reports. May use data entry to update a variety of records, balance attendance reports, print special reports, run queries and class load analysis. Prepares all registration material and notices. Prepares testing materials. Prepares purchase orders.

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Clerk II – Bilingual (Continued)

Examples of Duties (Continued)

May assist in the training of other clerical staff and student assistants. Performs related duties as assigned.

QUALIFICATIONS:

Forty (40) words per minute typing skill.

Knowledge and Abilities:

Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.). Ability to establish and maintain effective communication with individuals whose primary language is other than English. Ability to serve as an interpreter and translator. Knowledge of modern office methods, practices, procedures and equipment. Knowledge of basic data entry techniques. Knowledge of record-keeping practices. Knowledge of English and second language usage, spelling, grammar and punctuation. Ability to operate computer terminal. Ability to maintain complex clerical records and compile information. Ability to learn, interpret and communicate rules, regulations and policies. Ability to perform clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at 40 WPM. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of general clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS:

Incumbents are required to pass the district proficiency test in the area to which assigned.

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Reviewed and Agreed to by:

Incumbent: _____ Date: _____

BOARD APPROVED: DECEMBER 10, 1991