

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SENIOR CLERK – BILINGUAL

DEFINITION

To perform a wide variety of complex clerical work requiring specialized and technical knowledge in support of an assigned function or office and to provide supervision and direction to other clerical staff when required.

DISTINGUISHED CHARACTERISTICS

This is the advanced journey level class in the clerical series. Positions assigned to this class can be distinguished from lower level classes by performance of highly skilled or specialist level of work. Duties are of a complex nature involving technical functions within the area to which assigned. Incumbents must have sufficient knowledge to be a primary reference source, to assist in the resolution of difficult problems and to plan and conduct the function with a high degree of independence judgment in addition to possession of advanced level clerical skills.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff.

May exercise technical and functional supervision over clerical staff.

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

Plans, schedules and performs a variety of complex clerical work related to the specialized function to which assigned including assigning and monitoring the work of related clerical staff. Provide technical staff assistance and direction to other clerical staff involved in the processing of information and data. Conducts transactions with school personnel or the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities. Assembles data and sets up and maintains filing systems on a variety of subject matter where discretion is involved in assigning items to proper place. Compiles information from various sources for use in reports and other official documents. Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions, and documents with minimum direction. Checks and reviews a variety of forms and materials for completeness, accuracy and conformance with established regulations and procedures. Serves as receptionist to students, teachers and the general public, answers inquiries and furnishes information requiring knowledge of standards, procedures, rules and regulations, programs and policies. Receives and replies to oral and written

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Senior Clerk – Bilingual (Continued)

Examples of Duties

requests for information of a sensitive, specialized or confidential nature. Orders, stores and issues supplies. Posts attendance, cumulative, inventory, cash receipt and other specialized records. Inputs a wide variety of information into computer terminal. Maintain and updates records through use of data entry, processes invoices and purchase orders. May transcribe from dictating equipment. Performs related duties as assigned.

QUALIFICATIONS:

Fifty (50) 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, equipment, and data entry techniques. Knowledge of record-keeping and financial record-keeping practices. Knowledge of English and second language usage, spelling, grammar, and punctuation. Ability to plan, lay out and conduct clerical operations involving transactions requiring effective accountability and accurate controls. Ability to operate computer terminal. Ability to maintain complex clerical records and prepare routine reports. Ability to learn, interpret and apply rules, regulations and policies. Ability to perform complex clerical work with speed and accuracy. Ability to train and direct the work of other clerical staff. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type 50 WPM. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. 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:

Two years of responsible clerical experience.

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Experience and Training Guidelines (Continued)

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.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

BOARD APPROVED: DECEMBER 10, 1991