

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTIONS

CLERK I

DEFINITION

To perform routine clerical work within a defined procedural framework in support of an assigned office or function.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the clerical series. Positions assigned to this class can be distinguished from higher level classes by performance of the more routine clerical work under close supervision. Duties are standardized and incumbents assume responsibility for a limited variety of activities. With experience, increasing responsibility may be assumed.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level clerical and administrative staff.

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

Performs a variety of routine clerical and typing work related to the function to which assigned. Types letters, memoranda, reports, bulletins, charts, requisitions, and other material from rough drafts or clear copies. Reviews data for completeness and conformance with established regulations and procedures. Sorts and files material alphabetically, numerically, and chronologically. Answers telephone and provides routine information. Maintains simple files and records. Operates standard office machines. Acts as a receptionist. Maintains lunch count. Processes new student registration. Issues and maintains keys. Prepares monthly calendar. Receives and mails records and files for new and departing students. Checks in office supplies. May assist in posting information to accounts. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of basic recordkeeping practices. Knowledge of English usage, spelling, grammar, and punctuation. Ability to maintain routine clerical records and compile information. Ability to perform routine clerical work with speed and

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Clerk I (Continued)

Knowledge and Abilities: (Continued)

accuracy. 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:

Some clerical experience is highly desirable.

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: _____ Date: