

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SENIOR CLERK

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.

DISTINGUISHING 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 independent 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 material for completeness, accuracy, and conformance with established regulations and procedures. Serves as receptionist to students, teachers, and general public, answers inquiries and furnishes information requiring a knowledge of standards, procedures rules and regulations, programs, and policies. Receives and replies to oral and written requests for information of a sensitive, specialized, or confidential nature. Order, stores, and issues supplies. Posts attendance, cumulative,

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Senior Clerk (Continued)

EXAMPLES OF DUTIES (Continued)

inventory, cash receipts, and other specialized records. Inputs a wide variety of information into computer terminal. Maintains and updates records through use of data entry, processes

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of data entry techniques. Knowledge of recordkeeping and financial recordkeeping practices. Knowledge of English 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 at 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.

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: _____ Date: