

## **SCHOOL CLERK**

### **BASIC PURPOSE OF THE JOB CLASSIFICATION**

To perform responsible school office support functions in the day-to-day operations of a school administration office; to perform typing, filing, receptionist, and record keeping assignments; to be responsible for the preparation, maintenance, and processing of school and student records; to provide basic health assistance for students; and to do related work as required.

### **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.

### **REPORTS TO**

School Principal/Director

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following information is descriptive and is not restrictive as to duties required)*

- Performs a variety of office support functions for an assigned school and/or educational program.
- Types a variety of materials, such as interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft.
- Serves as receptionist, receiving visitors, and answering telephones.
- Assists students with questions, concerns, and/or problems.
- Monitors and assists students in office for illness or discipline.
- Receives and responds to requests from District staff and the public, providing information and assistance regarding school policies and programs, office procedures and operations such as facility usage, student records, purchase orders, etc.
- Monitors visitors' check-in/out.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (continued)

- Processes and maintains assigned operational and school office records such as attendance, enrollment, health, lunch count, student cumulative information, and registration.
- Receives, records, and forwards student/classroom accounts, lab fees, and library fines.
- Processes forms, application, documents, records, and other paperwork in support of school functions and programs.
- May orient substitute teachers and classified staff to a school site.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (continued)

- Receives and screens ill or injured students or staff, determining the nature of illness and/or injuries and providing treatment or referring them to a nurse, doctor, parent, or others as required by established District policies and procedures.
- Orders supplies, forms, and materials, maintaining an inventory and processing purchase requisitions as needed.
- Sorts, opens, and distributes mail.
- May assist with the maintenance of school budget and accounting records.
- Maintains a variety of computerized data collection systems and other records/filing systems.
- Maintains a calendar of events, dates, and schedules relating to the school activities.
- Performs basic first aid and assists with student health monitoring.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sits for extended periods; frequently stands and walks; ability to lift 25 pounds or carry objects weighing over 15 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; uses office equipment including computers, telephones, calculators, copiers, and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment; regular contact with staff, parents, and students.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Proper English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.

### **Ability to:**

- Learn District and school rules, regulations, and procedures and apply them in a variety of situations.
- Understand and follow both oral and written directions.
- Prepare and maintain a variety of records and reports.
- Perform a variety of office support work.
- Maintain filing and record keeping systems, including a computer data base.
- Make arithmetic calculations quickly and accurately.
- Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
- Operate a variety of standard office machines and equipment.

- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Type at a minimum rate of 40 words per minute from clear, legible copy.
- Perform minor First Aid in compliance with established District policies.

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

Previous experience in office support work is highly desirable.

**Special Requirements:** Some positions may require the following:

Ability to obtain a First Aid Certificate.

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment**