



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

June 1983

ADULT SCHOOL ATTENDANCE AND PAYROLL CLERK

DEFINITION

Under direction, to perform difficult and complex recordkeeping involved in the recording and maintenance of adult school attendance and payroll accounting; to perform a wide variety of technical and clerical duties related to the adult school program; and to do related work as required.

EXAMPLES OF DUTIES

Plans and performs the posting, assembling, tabulating, checking and filing of financial data; prepares complex attendance, apportionment and ratio reports; prepares adult school payroll; checks warrants, payroll and time reports, checking and correcting irregularities; maintains and records sick leave and other benefit data in conformance with established regulations and procedures; keeps various financial or statistical records requiring the frequent use of independent judgment; makes and verifies extensions; prepares and types accounting statistical reports; prepares base data for key punch and programming; anticipates and plans changes in methods and procedures and standards of performance.

REQUIRED QUALIFICATIONS

Knowledge of:

Purposes, methods and practices of District financial and account recordkeeping work;
Policies, rules, procedures and regulations relating to the maintenance of attendance and payroll records;
Office methods, practices, procedures and equipment;
Basic data processing principles and practices.

Ability to:

Use independent judgment in maintaining a variety of financial and statistical records related to accounts payable, payroll and inventory activities;
Maintain complex records, analyze data and prepare accurate reports;
Make arithmetical calculations quickly and accurately;
Assist in the preparation of special reports;
Update and maintain a variety of financial and statistical records and files;
Type at a rate of 40 words per minute from clear copy;
Operate calculating and other office equipment;
Follow oral and written directions;
Deal tactfully and courteously with the public;
Establish and maintain cooperative working relationships.

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Training and Experience:

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

Three years of increasingly responsible experience in financial or statistical recordkeeping work, preferably including experience in school attendance, payroll and accounting practices.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 155
- 12 months