



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

June 1992

CLERICAL ASSISTANT III

DEFINITION

Under general supervision, to perform a variety of difficult and specialized clerical and student service duties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class are distinguished from the next lower clerical classes by the performance of duties involving the exercise of a greater degree of independent judgment, technical knowledge and initiative with a minimum of direction and supervision. Incumbents are assigned primary responsibility for maintaining records, carrying out procedures and effecting public contacts which require a thorough knowledge of departmental or office policies and procedures. Incumbents are expected to deal with students, faculty and the public and solve most work-related problems independently and refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual public relations problems.

EXAMPLES OF DUTIES

Performs a variety of difficult and specialized clerical and student service duties; types correspondence and other material requiring the application of subject matter knowledge and discrimination in the selection of data or interpretation of laws, rules or policies; checks, compiles and records information for the preparation of reports and maintenance of filing systems; coordinates the gathering of materials for and types a wide variety of reports; assists in the preparation of agenda for a variety of committees; operates a typewriter to prepare a wide range of publications, curriculum and instructional materials, catalogs, letters and reports; schedules a variety of meetings and conferences; maintains and updates records; maintains and revises filing systems; provides information to District personnel, students and members of the general public by interpreting and explaining policies, procedures, rules and regulations; receives, opens, stamps and routes mail; assembles and compiles data and prepares statistical reports; prepares correspondence independently or from general written instructions.

REQUIRED QUALIFICATIONS

Knowledge of:

- Operations, procedures and specific rules of the particular office or department to which assigned, together with the ability to apply them with good judgment in a variety of cases;
- Office equipment, procedures and practices, including filing systems, receptionist and telephone techniques and letter and report writing;
- English usage, vocabulary, spelling, grammar and punctuation;

CLERICAL ASSISTANT III – page 2

Ability to:

Learn and interpret specific rules, laws and policies and apply them with good judgment in a variety of procedural situations;
Perform responsible and difficult clerical and student service work with accuracy and speed;
Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
Analyze situations and adopt an effective course of action;
Carry out verbal and written directions independently;
Make arithmetical calculations quickly and accurately;
Operate a computer keyboard;
Type at a rate of 45 words a minute from clear copy;
When identified as a requirement for a position, typing skills may be required at a higher level;
Independently set up and maintain records and complex files;
Establish and maintain cooperative relationships with those contacted in the course of the work;
Read and write at the level required for successful job performance;

Training and Experience:

Any combination of training and experience that could 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 clerical experience, preferably involving substantial recordkeeping and public contact duties.

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

- Range 147
- School Year - 12 months*

**based on location*