



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

November 1993

CLERICAL ASSISTANT I CLERICAL ASSISTANT II

DEFINITION

Under general supervision, to perform a variety of clerical, typing, recordkeeping or student service functions and do related work as required.

DISTINGUISHING CHARACTERISTICS

Clerical Assistant I is the entrance level for clerical employees who may be required to have typing skill, if the particular position involves typing, but no previous clerical experience is required. Employees in this class normally work under close supervision performing a group of repetitive or closely related duties according to established procedures. Changes in procedure or exceptions to rules are explained as they arise. Clerical Assistants I are normally considered to be on a training status and may reasonably expect their positions to be reassigned to the next higher class of Clerical Assistant II. Under this training concept, positions assigned to the class of Clerical Assistant II, which become vacant, may reasonably be temporarily filled at the Clerical Assistant I level. In some instances, however, work is assigned and supervised in such a way as to permit the performance of only routine duties with little opportunity for exercising independent judgment. In such cases a position may remain a Clerical Assistant I for an indefinite period of time.

Clerical Assistant II is the class, which is normally filled by advancement from the lower class of Clerical Assistant I or, when filled from the outside, requires prior clerical experience. A Clerical Assistant II works under general supervision and, within a framework of established procedures, is expected to perform a wide variety of typing, general clerical and student service duties with only occasional instruction or assistance. Employees in this class may often have varied contact with students and the public, answering a variety of procedural questions or giving out information from established records.

EXAMPLES OF DUTIES

Performs a wide variety of office clerical work including typing, proofreading, filing, checking and posting information on records; performs a wide variety of student service activities and functions and acts as a receptionist, answers the telephone, makes reservations and waits on students, faculty or the general public, giving information or assistance as required; types letters, memorandums, purchase orders, ditto masters, outlines or other material from oral direction, rough draft, copy, notes or transcribing machine recording; prepares offset ditto masters and mimeograph stencils; collects and accounts for money received; maintains auxiliary budgetary control records for the department to which assigned; operates a variety of office equipment; schedules students for testing and counseling; assists student in completing wide range of forms; gathers, compiles requested information and prepares basic statistical reports; assembles, collates and staples materials; maintains records; sorts and files documents and records according to

EXAMPLES OF DUTIES - contd.

predetermined classification, maintains alphabetical, index and cross reference files; makes arithmetical calculation; mails out letters, forms and applications; receives, sorts and distributes incoming and outgoing mail; assists in ordering and maintaining adequate stocks of office supplies.

REQUIRED QUALIFICATIONS

Knowledge of:

Clerical Assistant I

English usage, spelling, grammar and punctuation;
Basic arithmetic, filing and recordkeeping procedures;

Clerical Assistant II

Above, plus a knowledge of modern office practices, procedures and equipment including receptionist and telephone techniques.

Ability to:

Clerical Assistant I

Perform routine clerical work including the ability to spell correctly, use good English, and make basic arithmetical calculations;
Learn to operate office equipment;
Learn office methods, rules and policies;
Understand and carry out oral and written directions;
Keyboard at a speed of 40 words per minute from clear copy;
Establish and maintain cooperative relationships with those contacted in the course of the work and meet the public with courtesy and tact;
Deal tactfully and courteously with students, faculty and the public;
Read and write at the level required for successful job performance;

Clerical Assistant II

Above, plus perform clerical work of average difficulty without close supervision;
Analyze situations accurately and adopt an effective course of action;
Keyboard at a speed of 45 words per minute from clear copy;

Training and Experience:

Clerical Assistant I

Any combination of training and experience, which could likely provide the required knowledges and abilities, is qualifying. A typical way to obtain these knowledges and abilities would be: One year experience in typing and general clerical work.

These positions will be paid on the appropriate steps of the Classified salary schedule:

Clerical Assistant I

- Range 131
- School Year - 12 months*

Clerical Assistant II

- Range 139
- School Year - 12 months*

**based on location*