



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

October 1997

### MIDDLE SCHOOL OFFICE CLERK

#### DEFINITION

Under general supervision, to perform a wide variety of general clerical, receptionist, typing, recordkeeping and student service functions at a District middle school and to do related work as required.

#### EXAMPLES OF DUTIES

Acts as receptionist, answering telephone and giving information and assistance to students, faculty and the general public; does a wide variety of clerical work including typing, proofreading, filing, checking and recording information on records; assists in the enrollment of students; issues admit slips and passes; prepares, posts and files records; programs students into classes; computes and records hours of attendance for students; makes home phone calls on absentees; prepares transcripts of students' records; types letters, memorandums, book lists, bulletins or other material from oral direction, rough draft, copy, notes or transcribing machine recordings; prepares offset and ditto masters and mimeograph stencils; collects and accounts for moneys received; operates adding machines, duplicating machines and other office appliances; assists in scheduling reservations for use of school facilities; sorts and files documents and records according to predetermined classifications, maintaining alphabetical, index, and cross reference files; performs arithmetical calculations; mails out letters, forms and applications; receives, sorts and distributes incoming and outgoing mail; assists in making out forms; prepares simple statistical reports; assigns and keeps records on building keys; assigns and maintains records on lockers; maintains attendance records on students and reports to District office.

#### REQUIRED QUALIFICATIONS

##### Knowledge of:

- Modern office methods and equipment, including the preparation of business correspondence, filing and standard office equipment operations;
- Correct English usage, spelling, grammar and punctuation;
- Arithmetic;
- Basic methods, policies and procedures of the assigned work area.

##### Ability to:

- Perform general clerical work of average difficulty with speed and accuracy;
- Make arithmetical calculations with speed and accuracy;
- Understand and carry out oral and written directions;
- Work independently with confidential records and materials;
- Establish and maintain cooperative relationships with those contacted during the course of work;

Ability to: (cont'd)

Operate a computer keyboard;

Type at the rate of 45 words per minute from clear copy;

When identified as a requirement for a position, typing skills may be required at a higher level.

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:

One year of general clerical and recordkeeping experience, preferably involving substantial public contact.

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

- Range 143
- 10.5 months